



TOWNSHIP OF PEQUANNOCK  
BOARD OF EDUCATION

**WORKSHOP MEETING MINUTES  
SEPTEMBER 5, 2023**

**CALL TO ORDER**

The September 5, 2023 Workshop Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order at 7:00 pm in the Pequannock Township High School Auditorium, 85 Sunset Road, Pompton Plains, NJ 07444, by Danielle Esposito, Board Vice 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:	Mr. Sam Ciresi	Ms. Megan Dempsey	Mrs. Danielle Esposito
	Mr. Timothy Gitin	Mr. Greg MacSweeney	Mr. Vincent Pompeo
	Mrs. Cara Shenton		

ABSENT:	Mr. Joseph Blumert	Mr. Brian Senyk
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ALSO PRESENT:

Michael Portas, Ed. D., Superintendent
Gordon E. Gibbs, School Business Administrator/Board Secretary
Elizabeth Sheridan, Ed.D., Director of Curriculum
Jaclyn M. Morgese, Esq., Board Attorney

**FLAG SALUTE**

Vice President's Report – Mrs. Danielle Esposito

Thanked Mr. Gibbs, Mr. Andersen and the custodial staff for getting the buildings ready. Reported that Mr. Portas welcomed the staff back this morning. Announced that fall sports opened this past week and that the band will host its 31<sup>st</sup> competition on September 23<sup>rd</sup>. Wished students and staff a wonderful school year.

Superintendent's Report - Dr. Michael Portas

Welcomed staff back, where Lincoln Park joined us for the first of two professional days. Reported that the marching band, cheerleaders, varsity captains, student leaders, and keynote speaker set the tone for a positive school year. Announced the U.S. News and World Report school ranking for Pequannock is 99<sup>th</sup> in the State. Wished staff and students all the best for opening day.

School Business Administrator's Report - Mr. Gordon Gibbs

Reported that free/reduced lunch prices and faculty lunches will be approved tonight, the Hillview playground is complete, the solar project is near completion, the asbestos project at Hillview is complete, safety window film has been ordered, five new scoreboards have been installed, and that the town zoning board meeting of September 14<sup>th</sup> has been rescheduled to September 27<sup>th</sup>.

## **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. Please state your name and sign in before you begin.

None

## APPROVAL OF ACTION ITEMS

### PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

**Mr. Sam Ciresi, Chair**

PMC-59-24	Amend Resignation - 2023-2024 School Year (PMC-32-24)
PMC-60-24	Approval to Amend Medical and/or Family Leave of Absence - 2023-2024 School Year (PMC-288-23) (PMC-250-23)
PMC-61-24	Approval to Amend the Appointment of PTPSA Member - 2023-2024 School Year (PMC-36-24)
PMC-62-24	Approval to Amend Appointments - 2023-2024 School Year (PMC-37-24) (PMC-45-24) (PMC-243-23)
PMC-63-24	Approval to Amend the Reappointment & Assignment of Aides - 2023-2024 School Year (PMC-257-23)
PMC-64-24	Approval to Amend Additional Period Assignments - 2023-2024 School Year (PMC-38-24)
PMC-65-24	Approval to Amend the Appointment of District Testing Coordinator - 2023-2024 School Year (PMC-42-24)
PMC-66-24	Approval to Amend Annual Substitute Pay Rates - 2023-2024 School Year (PMC-320-23)
PMC-67-24	Approval of Appointments - 2023-2024 School Year
PMC-68-24	Approval of School Lunch Aides - 2023-2024 School Year
PMC-69-24	Approval of Substitutes - 2023-2024 School Year
PMC-70-24	Approval of Movement on the Salary Guide - 2023-2024 School Year

### RESOLUTION NO. PMC-59-24

#### **AMEND RESIGNATION - 2023-2024 SCHOOL YEAR (PMC-32-24)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, amends the following resignations:

NAME	ASSIGNMENT	EFFECTIVE DATE
Jablonski, Greg	Supervisor Instructional Technology & Data Management Pequannock Township School District	9/13/2023

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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### RESOLUTION NO. PMC-60-24

#### **APPROVAL TO AMEND MEDICAL AND/OR FAMILY LEAVE OF ABSENCE - 2023-2024 SCHOOL YEAR (PMC-288-23) (PMC-250-23)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby approves to amend the disability medical leave, child care or family leave 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, if eligible. 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)	UNPAID DAYS	RETURN TO WORK DATE (on or about)
#4770	9/20/2023-10/27/2023	27 days	10/30/2023-1/26/2024	1/27/2024-6/30/2024	9/1/2024
#4824	9/1/2023-10/10/2023	25 days	10/11/2023-1/10/2024	N/A	1/11/2024

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-61-24****APPROVAL TO AMEND THE APPOINTMENT OF PTPSA MEMBER - 2023-2024 SCHOOL YEAR (PMC-36-24)**

RESOLVED, that the Board of Education, upon the 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 as per Policies 3160 & 4160.

NAME	POSITION	EFFECTIVE DATES (on or about)	SALARY
Shea, Matthew <i>New Position</i>	Chief Technology Officer Pequannock Township School District	9/11/2023-6/30/2024	Step 10, \$124,976 (prorated)

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-62-24****APPROVAL TO AMEND APPOINTMENTS - 2023-2024 SCHOOL YEAR (PMC-37-24) (PMC-45-24) (PMC-243-23)**

RESOLVED, that the Board of Education, upon the 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 per Policies 3160 & 4160.

NAME	POSITION	EFFECTIVE DATES (on or about)	SALARY
DeStefano, Kathleen <i>Replacing Lisa Crammer</i>	Math Teacher Pequannock Valley School	9/6/2023-6/30/2024	MA, Step 8 \$68,035 (prorated)
Franke, Kathryn <i>Leave Replacement for #4770</i>	Leave Replacement - Social Worker Pequannock Township School District	9/18/2023-6/30/2024	BA, Step 1 \$58,040 (prorated)
Gilligan, Kelly <i>Leave Replacement for #4824</i>	Leave Replacement - Preschool Teacher North Boulevard School	9/1/2023-1/11/2024	BA, Step 1 \$58,040 (prorated)
Pompilus, Yvette <i>Replacing Lindsay Corbett</i>	.7 LDT/C Pequannock Township School District	10/31/2023-6/30/2024	MA, Step 14 (prorated) \$55,906

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-63-24****APPROVAL TO AMEND THE REAPPOINTMENT & ASSIGNMENT OF AIDES - 2023-2024 SCHOOL YEAR (PMC-257-23)**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves to amend the reappointment and assignment of certificated staff members for the 2023-2024 school year, as listed in backup document "Amended Reappointment & Assignment of Aides for the 2023-2024 School Year" dated September 5, 2023, as submitted by the Superintendent of Schools under separate cover, and in accordance with the contract on file in the Board Office.

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-64-24****APPROVAL TO AMEND ADDITIONAL PERIOD ASSIGNMENTS - 2023-2024 SCHOOL YEAR (PMC-38-24)**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves to amend the following personnel for additional period assignments/supervisory duty for the 2023-2024 school year, prorated, per Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association.

NAME	SCHOOL	FREQUENCY	SUBJECT	EFFECTIVE DATES	SALARY
DeStefano, Kathleen <i>5th Period Assignment</i>	Pequannock Valley School	60 minutes/day 5 days/week	Math	9/6/2023- 6/30/2024	\$8,217 (prorated)

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-65-24****APPROVAL TO AMEND THE APPOINTMENT OF DISTRICT TESTING COORDINATOR - 2023-2024 SCHOOL YEAR (PMC-42-24)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, recognizes **Elizabeth Sheridan as the District Testing Coordinator at the rate of \$312.50 for the period July 1, 2023 through September 10, 2023** and Matthew Shea as the District Testing Coordinator at the rate of **\$1,187.50** for the period of **September 11, 2023 through June 30, 2024.**

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-66-24****APPROVAL TO AMEND ANNUAL SUBSTITUTE PAY RATES - 2023-2024 SCHOOL YEAR (PMC-320-23)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to amend the annual substitute pay rates for the 2023-2024 school year as follows:

Nurse	\$200/diem
<b>Data Coordinator</b>	<b>\$200/diem</b>
LTS Classroom Teacher	\$200/diem for a leave replacement classroom teaching assignment of 11 days or longer in the role of long-term substitute (LTS) providing instruction
Full-time Building Sub	\$165/diem for at least a two-week commitment for each day in which in-person instruction occurs
Daily Teacher Rate	\$150/diem
Long-Term Aide	\$132/diem
Daily Aide Rate	\$100/diem
Lunch Aide	\$15/hour
Custodian	\$18/hour
Bus Driver	\$17/hour
Security Guard	\$23/hour
After Hours Instruction	\$30/hour

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-67-24****APPROVAL OF APPOINTMENTS - 2023-2024 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 per Policies 3160 & 4160.

NAME	POSITION	EFFECTIVE DATES (on or about)	SALARY
Oviedo, Jan Pierre <i>Replacing Misdalia Pelaez</i>	Bus Driver Pequannock Township School District	9/16/2023-6/30/2024	Step 1, \$36,690 (prorated)
Vasquez, Lauren Leave Replacement for #4520	Leave Replacement - MLSP Teacher Stephen J. Gerace School	11/6/2023-6/30/2024	BA, Step 1 \$58,040 (prorated)

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-68-24****APPROVAL OF SCHOOL LUNCH AIDES - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following school lunch aides on an as needed basis to be determined by each building principal for the 2023-2024 school year at the rate of \$15.00, \*\*pending full satisfaction of requisite New Jersey Department of Education and District employment criteria and results from post-offer physical and drug test per Policies 3160 & 4160.

HILLVIEW SCHOOL	STEPHEN J. GERACE SCHOOL
Dowling, Nicole	Makara, Edith
Olm, Robin	
Scilletti, Roseann	

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-69-24****APPROVAL OF SUBSTITUTES - 2023-2024 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	POSITION	EFFECTIVE DATES	SALARY
Kokkinakis, Sarah	Data Coordinator Pequannock Township School District	8/24/2023-6/30/2024	\$200/day
Thimmel, Dr. William	Long-Term Substitute Teacher Pequannock Township High School	9/5/2023-6/30/2024	\$200/day

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**RESOLUTION NO. PMC-70-24****APPROVAL OF MOVEMENT ON THE SALARY GUIDE - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves movement on the salary guide for the following personnel, based upon the receipt of applicable documentation that they have earned additional graduate school credits.

**Effective September 1, 2023**

NAME	ASSIGNMENT/SCHOOL	FROM	TO
Callaghan, Sarah	Elementary Teacher Hillview School	BA, Step 11 \$66,650	BA+15, Step 11 \$68,650
Hackett, Philip	Social Studies Teacher Pequannock Valley School	BA, Step 7 \$60,535	MA, Step 7 \$66,535
Jacobs, Jennie	School Counselor Pequannock Valley School	MA+15, Step 13 \$79,425	MA+30, Step 13 \$81,425
Luppino, Kimberly	Media Specialist Pequannock Valley School	BA+15, Step 21 \$93,955	MA, Step 21 \$97,955
Mellea, Samantha	Physical Education Teacher Pequannock Township High School	BA, Step 6 \$59,535	BA+15, Step 6 \$61,535
Shaw, Andrea	Elementary Teacher Hillview School	BA, Step 21 \$91,955	BA+15, Step 21 \$93,955

Motion by: Ciresi	Second by: Shenton	Roll Call Vote: 7-0-0
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**CURRICULUM, INSTRUCTION AND SPECIAL SERVICES****Mr. Greg MacSweeney, Chair**

CIS-17-24	Approval of Out-of-District Placement of Students 2023-2024 School Year
CIS-18-24	Approval of Curriculum and Textbooks for the 2023-2024 School Year
CIS-19-24	Approval of Partnership with Essex Regional Services Commission
CIS-20-24	Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses

**RESOLUTION NO. CIS-17-24****APPROVAL OF OUT-OF-DISTRICT PLACEMENT OF STUDENTS 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the following out-of-district placements for 2023-2024 School Year:

STUDENT	PLACEMENT		FEE
#2650281	Sage Alliance	September-June	\$71,656.00

Motion by: MacSweeney	Second by: Gitin	Roll Call Vote: 7-0-0
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**RESOLUTION NO. CIS-18-24****APPROVAL OF CURRICULUM AND TEXTBOOKS FOR THE 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the new and revised curriculum guides, textbooks, and materials for the 2023-2024 school year.

AP Art History	Grade 3 Reading	Grade 6 STEM
AP Biology	Grade 3 Writing	Grade 7 STEM
AP Chemistry	Grade 4 Math	Grade 8 STEM
AP Economics-Micro & Macro	Grade 4 Reading	Hospitality Management
AP Environmental Sci	Grade 4 Social Studies	Transitioning (Spec Ed)
AP Pre-Calc	Grade 4 Writing	Aviation Grade 9
AP Statistics	Grade 5 Math	Aviation Grade 10
AP World: Modern	Grade 5 Reading	French 6
Environmental Design	Grade 5 Social Studies	
Forensics	Grade 5 Writing	

Motion by: MacSweeney	Second by: Gitin	Roll Call Vote: 7-0-0
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**RESOLUTION NO. CIS-19-24****APPROVAL OF PARTNERSHIP WITH ESSEX REGIONAL SERVICES COMMISSION**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the partnership with Essex Regional Services Commission for the purpose of providing services to support homeless populations through McKinney-Vento Education of Homeless Children and Youth Program.

Motion by: MacSweeney	Second by: Gitin	Roll Call Vote: 7-0-0
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**RESOLUTION NO. CIS-20-24****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:

DATE S	EMPLOYEE	CONFERENCE/ WORKSHOP LOCATION	REGISTRATION	TRAVEL/ LODGING	SUB COST	ESTIMATED TOTAL EXPENSE
8/29/23	Blau, Alexandra	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
8/29/23	Buscher, Kimberly	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
8/29/23	Rodeiro, Christine	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
8/29/23	Scillieri, Elissa	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
8/29/23	Stager, Allison	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
8/29/23	Toth, Lindsey	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Barcadepone, Melissa	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Cohen, Melissa	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Fonseca, Nubia	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0

9/15/23	Goff, Abigail	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Hayzler, Richard	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Im, Simon	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Lynes, Misty	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Seborowski, John	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
9/15/23	Zummo, Michael	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$150.00	\$150.00
9/27/23	Esposito, Aileen	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$150.00	\$150.00
TBD	Eveland, Rhett	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$150.00	\$150.00
TBD	Franke, Kathryn	School Behavioral Threat Assessment Mgmt (BTAM) Virtual	\$0	\$0	\$0	\$0
10/12/23-10/13/23	Marotta, Jill	NJPSA/FEA Fall Conf Atlantic City, NJ	\$375.00	\$391.08	\$0	\$766.08

Motion by: MacSweeney	Second by: Gitin	Roll Call Vote: 7-0-0
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**FINANCE, FACILITIES, AND ATHLETICS**

**Mr. Joseph Blumert, Chair**

- FFA-29-24      Retroactive Approval of Service Agreement with Global Compliance Network for Employee Training for 2023-2024  
FFA-30-24      Approval of Reduced and Faculty Lunch Prices for 2023-2024  
FFA-31-24      Approval to Amend Transfer of Funds to Food Services Accounts (FFA-10-24)

**RESOLUTION NO. FFA-29-24**

**RETROACTIVE APPROVAL OF SERVICE AGREEMENT WITH GLOBAL COMPLIANCE NETWORK FOR EMPLOYEE TRAINING FOR 2023-2024**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, retroactively approves a service agreement with Global Compliance Network, for employee training, in the amount of \$2,000.00, effective September 1, 2023 through June 30, 2024.

Motion by: Pompeo	Second by: MacSweeney	Roll Call Vote: 7-0-0
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**RESOLUTION NO. FFA-30-24**

**APPROVAL OF REDUCED AND FACULTY LUNCH PRICES FOR 2023-2024**

RESOLVED, that the Board of Education approves prices for reduced price lunch in the amount of \$0.50 and faculty lunch in the amount of \$6.00, for the 2023-2024 school year.

Motion by: Pompeo	Second by: MacSweeney	Roll Call Vote: 7-0-0
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**RESOLUTION NO. FFA-31-24**

**APPROVAL TO AMEND TRANSFER OF FUNDS TO FOOD SERVICES ACCOUNTS (FFA-10-24)**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves to amend the transfer of funds from the General Account to the Food Services Accounts to cover the revenue shortfall in an amount not to exceed **\$90,000.00**.

Motion by: Pompeo	Second by: MacSweeney	Roll Call Vote: 7-0-0
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## WORKSHOP DISCUSSION ITEMS

### PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mr. Sam Ciresi, Chair

#### Discussion:

##### Staffing Update

Dr. Portas provided an update and commented that we are in a good place in all five schools.

##### District Goals

Dr. Portas reviewed the three district goals consisting of developing a student profile, staff success, and communication with the community, along with suggested refinements. He commented that there will be further discussion at the Administrative Retreat.

##### School Start Time Committee

Dr. Portas discussed the positives of homegrown feedback provided by the committee and how adjustments can be made to meet the need of our students.

#### Action Items for September 18, 2023 Regular Business Meeting:

PMC-71-24

PMC-XX-24	Acceptance of Resignation for the Purpose of Retirement
PMC-XX-24	Approval of Coaches - 2023-2024 School Year
PMC-XX-24	Approval to Amend School Threat Assessment Teams - 2023-2024 School Year
PMC-XX-24	Approval of Superintendent Merit Goals and Scoring Plan for the 2023-2024 School Year
PMC-XX-24	Approval of the Statement of Assurance Regarding the Attestation for a Virtual or Remote Instruction Plan for the 2023-2024 School Year
PMC-XX-24	Adoption of District Goals for the 2023-2024 School Year
PMC-XX-24	Approval of Sidebar Letter of Agreement Between the Pequannock Township Board of Education and the Pequannock Township Education Association
PMC-XX-24	Approval of Movement on the Salary Guide - 2023-2024 School Year

#### RESOLUTION NO. PMC-XX-24

##### **ACCEPTANCE OF RESIGNATION FOR THE PURPOSE OF RETIREMENT**

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

NAME	ASSIGNMENT	EFFECTIVE DATE
XXXXXX	XXXXXX	XXXXXX

#### RESOLUTION NO. PMC-XX-24

##### **APPROVAL OF COACHES - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following out of district personnel as coaches/volunteers for the 2023-2024 school year, pending full satisfaction of requisite New Jersey Department of Education and District employment criteria.

**Winter, 2023-2024**

LAST NAME	FIRST NAME	ASSIGNMENT	SCHOOL	STEP	STIPEND
XXXXX	XXXXX	Assistant Girls Basketball	PTHS	3	\$4,480

**RESOLUTION NO. PMC-XX-24****APPROVAL TO AMEND SCHOOL THREAT ASSESSMENT TEAMS - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves to amend the School Threat Assessment Teams for school year 2023-2024, as follows:

ROLE	PTHS	PV	HV	NB	SJG
Principal	Richard Hayzler	John Seborowski	Allison Stager	Elissa Scillieri	Matthew Reiner
Counselor / Psychologist / Social Worker	Kimberly Buscher	Shannon Patti	Nubia Fonseca	Melissa Cohen	Simon Im
Teaching Staff Member	<b>Rhett Eveland</b>	Michael Zummo	Aileen Esposito	Melissa Barcadepone	Christine Rodeiro
School Safety Specialist	Matthew Reiner	Matthew Reiner	Matthew Reiner	Matthew Reiner	Matthew Reiner
Additional Counselor / Psychologist / Social Worker	Alexandra Blau	Lindsey Toth	Abigail Goff	Misty Lynes	<b>Tamar Vacca</b> 9/1/23-9/19/23 <b>Kathryn Franke</b> 9/20/23-6/30/23
District Security Director	Ronald Lucas	Ronald Lucas	Ronald Lucas	Ronald Lucas	Ronald Lucas
School Resource Officer	William Juliano	William Juliano	William Juliano	William Juliano	William Juliano

**RESOLUTION NO. PMC-XX-24****APPROVAL OF SUPERINTENDENT MERIT GOALS AND SCORING PLAN FOR THE 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves one (1) Qualitative and one (1) Quantitative merit goals for the Superintendent of Schools, for review and approval of the Executive County Superintendent, for attainment of merit criteria, according to *N.J.A.C. 6A:23A-3.1(e)11*.

<b>Qualitative</b>	By May 30, 2024, for the November 1, 2023-October 31, 2024 window, the superintendent will ensure that the district meets the 25% participation mark in the NJWELL wellness program in order to achieve a 1% reduction in the premium costs for the district. Half of that one percent will be distributed to the successful participants in the program, while the other half will represent actual savings to be allocated to the district's operating budget.
<b>Quantitative</b>	To support the district's strategic plan for building parent and community partnerships, the superintendent will generate and distribute twenty-five (25) podcasts that center on topics relevant to education, and present five (5) Parent University events to support student achievement.

**RESOLUTION NO. PMC-XX-24****APPROVAL OF THE STATEMENT OF ASSURANCE REGARDING USE OF PARAPROFESSIONAL STAFF - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the biannual Statement of Assurance regarding the use of paraprofessional staff for the 2023-2024 school year for submission to the Executive County Superintendent by September 30, 2023.

**RESOLUTION NO. PMC-XX-24**

**ADOPTION OF DISTRICT GOALS FOR THE 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the adoption of the District Goals for the 2023-2024 School Year, *per attached*.

**RESOLUTION NO. PMC-XX-24**

**APPROVAL OF SIDEBAR LETTER OF AGREEMENT BETWEEN THE PEQUANNOCK TOWNSHIP BOARD OF EDUCATION AND THE PEQUANNOCK TOWNSHIP EDUCATION ASSOCIATION**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Sidebar Letter of Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association for Unified Sports coaching stipends (see attached).

**RESOLUTION NO. PMC-XX-24**

**APPROVAL OF MOVEMENT ON THE SALARY GUIDE - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves movement on the salary guide for the following personnel, based upon the receipt of applicable documentation that they have earned additional graduate school credits.

NAME	ASSIGNMENT/SCHOOL	FROM	TO
XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX

## **CURRICULUM, INSTRUCTION AND SPECIAL SERVICES**

**Mr. Greg MacSweeney, Chair**

### **Discussion:**

#### **Opening PD Days and PD Plan for 2023-2024**

Dr. Sheridan reported that the opening day speaker, A.J. Juliani, was well-received. He communicated a positive message despite challenges faced by students. She reviewed professional development topics that will be presented for staff throughout the school year. She thanked the Board for their support.

#### **Curriculum Updates**

Dr. Sheridan reported that the approved curriculum will be moved to the blueprint on the website by Friday. She is pleased with EduPlanet.

Mrs. Esposito asked if we need to choose a DEAC committee. Dr. Portas responded that although it is no longer required, we will continue to have one.

### **Action Items for September 18, 2023 Regular Business Meeting:**

CIS-21-24

CIS-xx-24 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses

CIS-xx-24 Approval of School Improvement Panel (ScIP) - 2023-2024 School Year

CIS-xx-24 Approval of District Evaluation Advisory Committee (DEAC) - 2023-2024 School Year

#### **RESOLUTION NO. CIS-xx-24**

#### **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:

<b>DATE S</b>	<b>EMPLOYEE</b>	<b>CONFERENCE/ WORKSHOP LOCATION</b>	<b>REGISTRATION</b>	<b>TRAVEL/ LODGING</b>	<b>SUB COST</b>	<b>ESTIMATED TOTAL EXPENSE</b>
10/20/23	Schlesinger, Lisa	NJALC Fall Symposium, Bridgewater, NJ	\$205.00	\$33.84	\$0	\$310.84

**RESOLUTION NO. CIS-xx-24**

**APPROVAL OF SCHOOL IMPROVEMENT PANEL (ScIP) - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the School Improvement Panel for school year 2023-2024, as follows:

- Hillview School: TBD
- North Boulevard School: Dr. Elissa Scillieri, Dr. Elizabeth Sheridan, Dana Vuolo
- Stephen J. Gerace School: TBD
- Pequannock Valley School: John Seborowski, Dr. Elizabeth Sheridan, Denise Donch
- Pequannock Twp. High School: TBD

**RESOLUTION NO. CIS-xx-24**

**APPROVAL OF DISTRICT EVALUATION ADVISORY COMMITTEE (DEAC) - 2023-2024 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the District Evaluation Advisory Committee for school year 2023-2024, as follows:

Central Office Administrator: Dr. Elizabeth Sheridan

Superintendent: Dr. Michael Portas

Administrators Conducting Evaluations: Matthew Reiner, Elissa Scillieri, Allison Stager, John Seborowski, Emily Ringen, Richard Hayzler, Jennifer Mildner, Brian Silipena

Student Services Directors: Helena Branco, Christopher Foglio

Parent(s)/Community: TBD

Board of Education Member(s): TBD

High School Teacher Representatives: TBD

Middle School Teacher Representative: TBD

Appointed at the Discretion of the Superintendent: Oona Abrams, Edward Kopp, Jill Marotta

ScIP Committee Members: TBD



## **FINANCE, FACILITIES, AND ATHLETICS**

**Mr. Joseph Blumert, Chair**

### **Discussion:**

#### **Re-dedication of Mandeville Farm plaque outside PV**

Dr. Portas announced that the re-dedication ceremony will take place on Sunday, October 22<sup>nd</sup> at 2:00 pm.

#### **Consideration for facility naming**

Dr. Portas explained Policy 7250 for criteria needed to name a facility and would like to see further discussion at the October 2<sup>nd</sup> meeting. Information on Ruth Kellett has been provided on the Google drive for the Board to review.

### **Action Items for September 18, 2023 Regular Business Meeting:**

FFA-32-24

- FFA-xx-24      Transfer of Funds for August 2023
- FFA-xx-24      Payment of Bills - August 22, 2023 to September 18, 2023
- FFA-xx-24      Approval of Financial Reports/Monthly Certifications for August 2023
- FFA-xx-24      Monthly Reports from Schools and Programs for August 2023
- FFA-xx-24      Approval to Accept Donations to the Pequannock Township School District
- FFA-xx-24      Declaration of Obsolete Equipment
- FFA-xx-24      Approval of Health and Safety Evaluation of School Buildings Checklist 2023-2024 to County Office
- FFA-xx-24      Approval of the School Business Administrator to Send Out Requests for Proposals for School Physician

### **RESOLUTION NO. FFA-xx-24**

#### **TRANSFER OF FUNDS FOR AUGUST 2023**

RESOLVED, that the Board of Education approves the additional transfer of funds within the 2023-2024 budget from August 2023, in accordance with the attached list, which shall become a part of the record.

### **RESOLUTION NO. FFA-xx-24**

#### **PAYMENT OF BILLS – AUGUST 22, 2023 TO SEPTEMBER 18, 2023**

RESOLVED, that the Board of Education approves the Bills List, from August 22, 2023 to September 18, 2023, submitted by the School Business Administrator/Board Secretary, as attached:

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

### **RESOLUTION NO. FFA-xx-24**

#### **APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATIONS FOR AUGUST 2023**

RESOLVED, that the Board of Education approves the attached Board Secretary's and Treasurer's Monthly Financial Reports for August 2023.

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of August 2023, 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

RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education does certify that as of August 2023, 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-24**  
**MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS FOR AUGUST 2023**

RESOLVED, that the Board of Education acknowledges receipt of financial reports for the month of August 2023 for the High School Activities Account, the High School Interscholastic Athletic Account; and the Pequannock Valley School Student Activities Account.

**RESOLUTION NO. FFA-xx-24**  
**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-24**  
**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-24**  
**APPROVAL OF HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDINGS CHECKLIST 2023-2024 SUBMISSION TO COUNTY OFFICE**

RESOLVED, that the Pequannock Board of Education, upon recommendation of the Superintendent approves the submission of Health and Safety Evaluation of School Buildings Checklist 2023-2024 to the State of New Jersey Department of Education, Morris County Office.

**RESOLUTION NO. FFA-xx-24**  
**APPROVAL OF THE SCHOOL BUSINESS ADMINISTRATOR TO SEND OUT REQUESTS FOR PROPOSALS FOR SCHOOL PHYSICIAN**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the School Business Administrator/Board Secretary to send out requests for proposals (RFPs) for district school physician, as needed.

## **POLICY**

**Ms. Megan Dempsey, Chair**

### **Discussion:**

Ms. Dempsey provided a summary of August 3<sup>rd</sup> committee meeting topics including sick leave and random drug testing.

#### Regulation 5530R - Substance Abuse

Ms. Dempsey explained that this regulation outlines the actions that go into motion when intoxication is suspected. Language clarification on this regulation is recommended.

#### Policy 0167 - Public Participation in Board Meetings

Ms. Dempsey discussed adding language to the policy that would give Pequannock community members priority over others to speak at the podium, especially in situations where there is a large audience.

### **Action Items for September 18, 2023 Regular Business Meeting:**

P-03-24            Approval of New and Revised Board Policies and Regulations for Second Reading and Adoption

#### **RESOLUTION NO. P-03-24**

#### **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 the new and revised Board Policies and Regulations as listed for second reading and adoption:

<b>MANUAL SECTION</b>	<b>POLICY/REGULATION(R)</b>
<i>Administration</i>	1642.01 - Sick Leave
	1642.01R - Sick Leave
<i>Program</i>	2419 School Threat Assessment Teams
	2419R - School Threat Assessment Teams
<i>Students</i>	5530.1 - Student Random Alcohol and Drug Testing
	5701 - Plagiarism

**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.

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**BOARD MEMBER ANNOUNCEMENTS**

Mr. Ciresi commented that the scoreboards are awesome. Mr. Pompeo congratulated the football team in the game against Boonton. Mr. Gitin wished everyone a happy new school year. Mrs. Esposito announced that PV and PTHS will have an "In Plain Sight" presentation, a valuable discussion on where drugs can be hidden.

**ADJOURNMENT OF PUBLIC MEETING**

Motion by: Gitin	Second by: Pompeo	Voice Vote: 7-0-0	Time: 7:16 pm
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Respectfully,



Gordon E. Gibbs  
Board Secretary

**FUTURE PUBLIC BOARD MEETINGS**

Monday, September 18, 2023	Regular Business Meeting	7:00 P.M.	PTHS
Monday, October 2, 2023	Workshop Meeting	7:00 P.M.	PTHS