

The business meeting of the Board of Education of the Borough of New Providence was called to order at 7:30 p.m. on December 14, 2017, at the New Providence High School/Middle School Media Center, 35 Pioneer Drive, by Mr. Smith, Board President.

Present on roll call were Bernadette Cuccaro, William Dibble, Robert Dinerman, Ira Krauss, Mary Misiukiewicz and Adam Smith. Also present were Dr. David Miceli, Superintendent of Schools; Scott D. Hough, Assistant Superintendent of Educational Services; James E. Testa, School Business Administrator/Board Secretary; Jay Richter, Director of Curriculum, Instruction and Supervision, and thirteen members of the public.

Mr. Smith led in the salute to the flag.

Mr. Smith read the following statement:

This is a public meeting of the Board of Education of the Borough of New Providence. Adequate notice of this meeting has been given in accordance with PL 1975, Chapter 231, in that an annual notice was made in conformance with Section 13 of the Act.

Whenever the business of the Board requires it to convene to Closed session, the session will begin no later than 10:00 p.m. At the conclusion of the need for Closed Session, the Board will reconvene to the public portion of the meeting. At that time the Board will complete any other business that may be before it and the public will then be given an opportunity to be heard before the meeting is adjourned.

Comments

Mr. Smith commented that on Monday night there was a presentation in conjunction with the Municipal Alliance, the police department and the school district on the opioid epidemic. The meeting was well attended. He thanked Mr. Henry and Mr. Chango for a great presentation and wanted to publically thank them for being there and doing a great job educating parents and students on the subject.

Mr. Dibble commented that there will be more follow up meetings.

Superintendent's Report

Dr. Miceli commented that we are not doing a presentation on the high school schedule this evening, it will be presented at the January meeting.

Dr. Miceli reported on the enrollment numbers, as of the end of November. We are down three students overall. The District enrollment numbers are: 633 students at the High School, 382 at the Middle School, 698 at AWR, 651 at Salt Brook and 32 students out of district; for a total of 2,396.

Dr. Miceli commented on the 2018/2019 School Calendar. He passed out a draft of the calendar to the board for review. He commented that the calendar is the same format as 2017/2018 with the addition of K-8 early dismissals for the last three days of school, as discussed in the October

meeting. High School students have final exams the last four days of school and typically leave after their last exam. The last day of school is June 19th, which will be graduation day. As soon as the board are in agreement with the calendar, he will send the calendar out to the various associations and will be on the agenda for approval at the January 22nd board meeting.

Mr. Smith commented that this is contingent on having a negotiated contract in place by September 1st.

Board members agreed to go forward and approve the calendar at the January 22nd board meeting.

Student Report

Riley Kinum. Student Representative reported on high school activities.

Riley thanked Dr. Miceli for the surprisingly nice announcement of a delayed opening. "It was very nice".

Riley reported:

- Mother Hicks was a success and the winter concert was yesterday and it went really well.
- The hydrogen fuel cell competition was hosted by NPHS yesterday and participants really enjoyed it.
- Seniors have been accepted early actions/decision to Columbia, Cornell, Northeastern, Middlebury, Gettysburg, Vermont, Clemson, Delaware, Virginia Tech, and Indiana. A few students are finding out right now if they got accepted into MIT and Brown.

This is a really busy time of year for students but extracurriculars are still in full swing. Character education has begun to plan its "Spread the Word to End the Word" initiative which works to raise awareness and stop the derogatory use of the word "retarded".

Riley commented, finally, the school is showing signs of being politically active. The Future Civic Leaders club petitioned and contacted our representatives showing their support for net neutrality, but unfortunately it was repealed.

In Sports:

- Winter sports have begun, boys basketball has their first game on Friday
- Girls basketball starts on Saturday.
- Girls swimming beat Oak Knoll in a huge meet
- Wrestling's first match is Friday
- Winter Track's first meet is Saturday

Riley thanked Dr. Miceli and the Board for the opportunity to report on high school activities.

Dr. Miceli commented that a video was put together to highlight the renovations done throughout the District. He then presented the video where students and teachers were featured to show how the new classrooms are being utilized. This will be available for the community to view.

Presentation of 2016/2017 Audit Report by School District Auditor, Jason Gironda, of Donohue, Gironda, Doria and Tomkins, LLC

Mr. Smith introduced the auditor for the District, Jason Gironda, CPA of Donohue, Gironda, Doria and Tomkins, LLC, to present the 2016/2017 Audit Report.

Mr. Gironda thanked the Board for the opportunity to present the 2016/2017 Audit Report. He thanked Dr. Miceli, Mr. Testa and their staff for being so accommodating.

Mr. Gironda noted that there were two reports this year, the Comprehensive Financial Annual Report (CAFR) and the Auditor’s Management Report (AMR).

Mr. Gironda discussed the different sections of the CAFR. He focused on the financial section of the CAFR and the results for the year as well as the affect that had on fund balance and the various sub-categories of fund balance. Mr. Gironda answered a few questions from the Board.

Mr. Gironda discussed the AMR and how there were small minor findings. He commented that this is very common in most districts. The ASSA and the transportation for special education comments, which is a just a count on students and miscalculation on mileage, are very minor.

He discussed the recommendations by his team and the corrective action taken by Mr. Testa, School Business Administration/Board Secretary.

Mr. Krauss commented that the staff and auditors do a fantastic job. He asked Mr. Gironda to review the excess surplus report and how it is calculated.

Mr. Gironda explained how it was calculated through the CAFR report.

Mr. Krauss commented that transportation is now 3.5% of our total budget. We have a policy tonight on what the board will pay in terms of transportation.

Mr. Smith thanked Mr. Gironda, the firm does a fantastic job. Most importantly, the business office led by Mr. Testa does a great job year after year. It is rare that anything significant is found in our audit. They make sure rules and regulations by the State is enforced and completed correctly.

Mr. Gironda commented that they work hard to do their job and the District is to be commended for the job they do.

Mr. Krauss moved to approve the 2016/2017 Audit Report

Seconded by: Mr. Dinerman
Roll Call Vote:

 Yea Mrs. Cuccaro

 Yea Mr. Krauss

 Yea Mr. Dibble

 Yea Mrs. Misiukiewicz

Yea Mr. Dinerman

Yea Mr. Smith

Absent Mr. Walsh

Public Comments

Mr. Smith opened the meeting for opportunity for the Public to be heard (on specific agenda items) at 7:57 p.m.

There were no public comments

Approval of Minutes

Mr. Dinerman moved to approve the Minutes as follows:

Business Meeting	November 16, 2017
Closed Session	November 16, 2017

Seconded by: Mrs. Cuccaro

Roll Call Vote:

Yea Mrs. Cuccaro

Yea Mr. Krauss

Yea Mr. Dibble

Yea Mrs. Misiukiewicz

Yea Mr. Dinerman

Yea Mr. Smith

Absent Mr. Walsh

ACTION ITEMS

FINANCE ACTION

Mr. Krauss, Committee Chairperson, moved to approve Items 1 through 6 as listed below:

Board Secretary and Treasurer Report Approved

1. After review, we hereby accept the Board Secretary and Treasurer report for November 2017. There is no major account or fund which has been overexpended in violation of financial obligations for the remainder of the fiscal year.

December 2017 Bill's list Approved

2. Approve the payment of bills listed for December 2017, in the amount of \$2,505,971.72.

**Generous donations from the New Providence High School Class of 1960
Walter McCarthy and Edward Lieder Memorial Scholarship Fund Accepted**

3. Accept the generous donations from the New Providence High School Class of 1960 Walter McCarthy and Edward Lieder Memorial Scholarship Fund in the total amount of \$1,725.00.

**Renewal of the Agreement between the Borough of New Providence and the NPBOE
for Professional Cleaning Services Approved**

4. Approve the renewal of the Agreement between the Borough of New Providence and the New Providence Board of Education for professional cleaning services and related work for municipally owned buildings, at an annual cost of \$4,156.00, beginning January 1, 2018 through December 31, 2018.

**Auditor's Recommendations as Outlined below and the Corrective Action
Plan for the 2016/2017 School Year Approved**

5. Accept the auditor's recommendations as outlined below and the corrective action plan for the 2016/2017 school year by the School Business Administrator/Board Secretary:

AUDITOR'S RECOMMENDATION #1

The amount of students reported on the ASSA should agree to the amount reported on the workpapers.

CORRECTIVE ACTION APPROVED BY THE BOARD

ASSA workpapers shall be compared and proofed to the ASSA actual report after the report is completed.

METHOD OF IMPLEMENTATION

All ASSA workpapers and the final report shall be reviewed and proofed by the Director of Special Services and Assistant Superintendent of Educational Services before electronic submission to the State of New Jersey.

PERSON RESPONSIBLE FOR IMPLEMENTATION

Data Management Specialist
Director of Special Services
Assistant Superintendent of Educational Services

January 2018

AUDITOR'S RECOMMENDATION #2

In order for a student to be listed on the ASSA as Private School for Disabled, they must attend a private school approved by the State.

CORRECTIVE ACTION APPROVED BY THE BOARD

Before beginning the ASSA report, a State approved Private School for the Disabled list shall be compared to the District's out-of-district placements.

METHOD OF IMPLEMENTATION

A State approved Private School for the Disabled list shall be compared to the District's out-of-district placements by the Special Services Secretary. Any placements that are not State approved shall be removed from the list and will not be included in the ASSA report. The developed list of placements shall be reviewed and approved by the Director of Special Services.

PERSON RESPONSIBLE FOR IMPLEMENTATION

Special Services Secretary
Director of Special Services

January 2018

AUDITOR'S RECOMMENDATION #3

In order for a student to be listed on the DRTRS their IEP needs to include a transportation need or specifically require the student to be transported, or he or she needs to meet the remote mileage requirement.

CORRECTIVE ACTION APPROVED BY THE BOARD

Students' IEPs will be compared to Special Services transportation request forms.

METHOD OF IMPLEMENTATION

Students' IEPs and Special Service transportation requests shall be compared and proved out yearly, which will be reflected in Annual DRTRS Report.

PERSON RESPONSIBLE FOR IMPLEMENTATION

Special Services Secretary
Director of Special Services

January 2018

AUDITOR'S RECOMMENDATION #4

The amount of reported mileage to be listed on the DRTRS should be recalculated before finalizing the report.

CORRECTIVE ACTION APPROVED BY THE BOARD

Reported mileage on the DRTRS report shall be reviewed before

finalizing report.

METHOD OF IMPLEMENTATION

The Transportation Coordinator shall review all mileage calculations and proof inputted numbers on the DRTRS report before finalizing report.

PERSON RESPONSIBLE FOR IMPLEMENTATION

Transportation Coordinator

January 2018

Generous Donation Made by the District's Four School PTA's Accepted

- 6. Accept the generous total donation of \$1,925 made by the district's four school PTA's to provide opening day lunch for staff on 9/5/17.

Seconded by: Mr. Dinerman

Roll Call Vote:

Yea Mrs. Cuccaro

Yea Mr. Krauss

Yea Mr. Dibble

Yea Mrs. Misiukiewicz

Yea Mr. Dinerman

Yea Mr. Smith

Absent Mr. Walsh

FACILITIES ACTION

Mr. Krauss, Committee Chairperson, moved to approve Items 1 and 2 as listed below:

Generous Donation of a Water Bottle Filling Station from the Salt Brook PTA to New Providence Middle School Accepted

- 1. Accept the generous donation of a Water Bottle Filling Station from the Salt Brook PTA to New Providence Middle School, valued at approximately \$989.00. (EXHIBIT A)

Generous Donation of Two (2) Ninebark Plants from the National Honor Society Class of 2017 to the New High School Media Center Accepted

- 2. Accept the generous donation of two (2) ninebark plants from the National Honor Society Class of 2017, which were planted outside the new High School Media Center, valued at approximately \$37.99. (EXHIBIT B)

Seconded by: Mr.Dinerman

Roll Call Vote:

Yea Mrs. Cuccaro

Yea Mr. Krauss

Yea Mr. Dibble

Yea Mrs. Misiukiewicz

Yea Mr. Dinerman

Yea Mr. Smith

Absent Mr. Walsh

EDUCATION ACTION

Mrs. Cuccaro, Committee Chairperson, moved to approve Items 1 through 3 as listed below:

2017/2018 HIB Investigations Approved

- 1. Per the 2011 Anti-Bullying Bill of Rights Act, approve the recommendations of the Superintendent regarding the following 2017/2018 Harassment, Intimidation, and Bullying investigations:

<u>School</u>	<u>Incident Report Number(s)</u>
High School:	5
Middle School:	3, 4, and 5

NJ QSAC Equivalency Application Resolution Approved

- 2. Approve the following resolution:

Whereas, the Department of Education has determined the New Providence School District to be high performing and eligible to request an equivalency, which would exempt the District from the NJ QSAC requirements, and

Whereas, the District met with the Department of Education to review the eligibility criteria and District performance, and

Now, therefore be it resolved, that the Board of Education approve the submission of the Equivalency Waiver Application to the Department of Education for the 2017/2018 NJ QSAC process.

1:1 Aide for Student # 10250 at Cranford Public Schools Approved

- 3. Approve a 1:1 aide for one hour per week for Student #10250 at Cranford Public Schools at a rate of \$25.33/hr, effective 11/15/17.

Seconded by: Mr.Dinerman

Roll Call Vote:

Yea Mrs. Cuccaro

Yea Mr. Krauss

Yea Mr. Dibble

Yea Mrs. Misiukiewicz

Yea Mr. Dinerman

Yea Mr. Smith

Absent Mr. Walsh

PERSONNEL ACTION

Mr. Dibble, Committee Chairperson, moved to approve Items 1 through 4 as listed below:

2017/2018 School Year Appointments Approved

1. Approve the appointment of the following people with the recommendation of the Superintendent of Schools subject to the requirements of Chapter 116 of P.L. 1986 for the 2017/2018 school year:
 - a. Cassie Bundy, teacher, \$37,618 (base \$55,729), effective 12/4/17, (subject to criminal history review procedures)
 - b. Carolina Zokalski, playground/lunchroom aide (2.5 hrs/day), \$3,268 (base \$5,447), effective 1/2/18 (subject to criminal history review procedures)
 - c. Deana Conlon, teacher aide, \$12,564 (base \$21,173), effective 1/8/18, (subject to criminal history review procedures)
 - d. David Goldstein, home instructor
 - e. Robin Lauber, substitute teacher
 - f. Bianca Di Nardo, substitute nurse
 - g. Mary Ann Kertes, substitute nurse
 - h. Nicholas Iannacone, basketball (boys) second assistant, \$5,399
 - i. Laurie Barletta, game worker
 - j. Daniel Dougher, substitute teacher (subject to criminal history review procedures)

Resignations Accepted

2. Accept the resignations of the following employees:
 - a. Courtney Bento, teacher aide, effective 1/5/18
 - b. Cathy Rinko, secretary, effective 2/1/18, due to retirement

2017/2018 School Year Revisions Approved

3. Approve the following revisions for the 2017/2018 school year:
 - a. Jill Lepre, long term substitute teacher, from \$22,708 (base \$56,770), to \$56,770, due to change in effective date from 9/1/17 thru 12/31/17 to 9/1/17 thru 6/30/18

- b. Heather Maguire, teacher, from .5 time to .67 time, effective 12/18/17 (base \$72,770)
- 4. Approve the request for unpaid maternity leave for Erin Siek, teacher, under state and federal Family Leave Acts for the period commencing 5/28/18 and ending 6/8/18 with continued health insurance benefits pursuant to law. (Based on 4/28/18 due date. Dates subject to adjustment by actual birth.)

Seconded by: Mrs. Misiukiewicz

Roll Call Vote:

<u>Yea</u> Mrs. Cuccaro	<u>Yea</u> Mr. Krauss
<u>Yea</u> Mr. Dibble	<u>Yea</u> Mrs. Misiukiewicz
<u>Yea</u> Mr. Dinerman	<u>Yea</u> Mr. Smith
<u>Absent</u> Mr. Walsh	

BOARD POLICY

Mr. Krauss, Committee Chairperson moved to approve Item 1 as listed below:

- 1. Approve the following Bylaws, Policies, and Regulations on first reading:

Bylaws and Policies:

Policy 2340 (Recommended)	Field Trips (Mr. Krauss)	(Revised)
Policy 5756 (Recommended)	Transgender Identity and Expression (Mr. Krauss)	(Revised)

Administrative Regulations:

Regulation 2340 (Recommended)	Field Trips (Mr. Krauss)	(Revised)
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Seconded by: Mrs. Cuccaro

Mrs. Cuccaro asked if the field trip policy is different from prior years.

Mr. Hough commented that the revisions defines which trips the District will provide transportation for and which trips the students are responsible to cover the cost of transportation. The revision will make things a little more clearer and follows current practice.

Roll Call Vote:

Yea Mrs. Cuccaro

Yea Mr. Krauss

Yea Mr. Dibble

Yea Mrs. Misiukiewicz

Yea Mr. Dinerman

Yea Mr. Smith

Absent Mr. Walsh

COMMITTEE REPORTS

Curriculum, Instruction and Technology

Mrs. Cuccaro, Committee Chairperson, commented that the committee met several times with the high school administration and Dr. Miceli on the rotating drop schedule. They will give a presentation at the January 22nd board meeting.

Finance, Facilities and Safety/Security

Mr. Krauss, Committee Chairperson, commented that Mr. Testa is working on the information relating to the completion of the construction projects and where we stand on the bond remaining balance. We do not have all the change orders submitted as of today, but this will be covered by the amount in our contingencies. There is money to do extra projects. Mr. Testa and Dr. Miceli will be working with the principals in January on all their requests for their building facilities. We need to discuss what projects we can do next summer and decide in a timely fashion, so we can get bids out and approved in time to do the work in the summer.

Mr. Smith commented that the committee is looking at the staff implications of the finance perspective related to the rotating drop schedule.

Personnel, Management and Communication

Mr. Dibble, Committee Chairperson, asked if anyone had any comment on the memo that was sent out on the status of their committee goals. The committee will be not be doing anything until the latter part of January and February. He commented that there was a memo dated November 16th regarding the superintendent's evaluation process that was followed this year. He commented that they have to go into closed session to discuss procedure items.

OLD BUSINESS

Mr. Smith commented that the Reorganization Meeting is on Thursday, January 4, 2018 at 7:30 p.m. Re-elected board members will be sworn in.

NEW BUSINESS

There were no new business to discuss.

PUBLIC COMMENTS

Mr. Smith opened the meeting to the public for comments at 8:12 p.m.

There being no public comments, Mr. Smith closed the meeting to the public at 8:13 p.m.

CLOSED SESSION

Mrs. Cuccaro moved to adopt the following resolution:

This body shall on December 14, 2017 at 8:13 p.m. in the New Providence High/Middle School Media Center, 35 Pioneer Drive, discuss in closed session, pursuant to Section 7 of the Open Public Meetings Act, specific matters which may generally be described as follows:

- Negotiations
- Student matters related to HIB

The minutes of the discussion in closed session of the aforementioned matters may be disclosed to the public after final determination of action has been reached.

Mr. Krauss seconded the motion, which was carried unanimously.

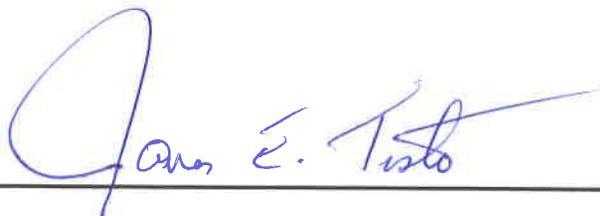
Return to Public Session

The Board reconvened to public session at 9:05 p.m. Mr. Smith called the Board to order.

Members present were Mrs. Cuccaro, Mr. Dibble, Mr. Dinerman, Mr. Krauss, Mrs. Misiukiewicz and Mr. Smith.

Adjournment

There being no other business before the Board, on a motion by Mr. Krauss, seconded by Mrs. Misiukiewicz, and carried unanimously, Mr. Smith declared the meeting adjourned at 9:06 p.m.



James E. Testa, School Business Administrator/Board Secretary
12/14/17 Board Meeting