

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 6:50 p.m. – December 4, 2017
West Orange High School
51 Conforti Avenue
Minutes

I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE

Present: President Mordecai, Mr. Schwarzbaum, Mrs. Lab, Mr. Charles (arrived at 6:57 p.m.), Mr. Robertson

II. NOTICE OF MEETING: Please take notice that adequate notice of this meeting has been provided in the following manner:

- A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on November 15, 2017.
- B. That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and the Star-Ledger.
- C. That said notice was posted in the lobby of the Administration Building of the Board of Education.

III. EXECUTIVE SESSION at 6:52 p.m.

WHEREAS: The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED: The Board of Education adjourns to closed session to personnel, legal and miscellaneous confidential matters. Be it further

RESOLVED: The minutes of this closed session will be made public when the need for confidentiality no longer exists.

MOTION: Mrs. Lab

SECOND: Mr. Robertson

VOTE: 4-0 (VV)

IV. PUBLIC SESSION AT 8:11 P.M.

V. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF October 30, 2017 (Att. #1) and November 6, 2017 (Att. #2)

MOTION: Mrs. Lab

SECOND: Mr. Robertson

VOTE: 5-0 (VV)

VI. SUPERINTENDENT/ BOARD REPORTS

- A. 2016-2017 Financial Audit Presentation - Donna Japhet, Lerch Vinci & Higgins, LLP
- B. Special Education Audit Presentation - Charles Bryant and Patrick Keenoy, Bryant Gemza Keenoy Kozlik LLP
- C. Strategic Plan Update - Year 2 - Jeffrey Rutzky and Eveny DeMendez
- D. HIB Report
- E. Athletic/Extracurricular Update

VII. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS

VIII. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS

A. PERSONNEL

1. Resignations / Retirements / Terminations

- a. Superintendent recommends approval to the Board of Education for the following non-certificated staff resignation(s) / retirement(s):

| Name | Location | Position | Reason | Effective Date |
|------------------|------------|------------------|-------------|----------------|
| Mary Ascherl | Redwood | Paraprofessional | Resignation | 12/22/17 |
| Lauren Carnevale | Washington | Paraprofessional | Resignation | 12/22/17 |

2. Rescissions

- a. Superintendent recommends approval to the Board of Education for the following rescission(s):

| Name | Location | Position | Effective Date |
|--------------------|----------|-------------------------------|----------------|
| Julia Jurist | Liberty | Special Education-Mathematics | 11/7/17 |
| Jeanne Sant'Angelo | Kelly | Afternoon Pick-up | 11/7/17 |

3. Appointments

- a. Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s):

| Name | Location | Position | Replacement / New | Guide | Step | Salary | Effective Dates |
|------------------|-------------------------|--|-------------------|-------|------|-------------------|-----------------------------|
| Mary Carr | Liberty | Special Education Mathematics Extended Assignment Substitute | Bley | N/A | N/A | \$200 per diem | 11/27/17 - 12/22/17 amended |
| Jessica Cicerone | BMELC | PreSchool Leave Replacement | Valentini | BA | 3 | \$55,441 prorated | 12/18/17 - 5/4/18 |
| Michele DeMatteo | Liberty | Career Education | Tempesta | BA | 3 | \$55,441 prorated | 1/2/18 - 6/30/18 |
| Dana Gottdiener | .5 Gregory/ .5 Kelly | Special Education Long Term Substitute | Staropoli | BA | 3 | \$277 per diem | 1/16/18 - 3/30/18 |
| Jun Lewin | .5 Edison / .5 WOHS | Chinese | New | MA | 5 | \$60,222 prorated | 1/2/18 - 6/30/18 |
| Julie Peters | Washington | Grade 3 Extended Assignment Substitute | Engelhardt | N/A | N/A | \$200 per diem | 12/6/17 - 1/5/18 |
| Ariel Stanziale | Roosevelt | Special Education Extended Assignment Substitute | Cowan | N/A | N/A | \$180 per diem | 11/27/17 - 12/22/17 |
| Kelly Venezia | WOHS | School Counselor Leave Replacement | Rosen | BA | 3 | \$55,441 prorated | 1/2/18 - 6/30/18 |

| | | | | | | | |
|-------------|----------|---|--------|----|-----|--------------------|-------------------|
| Felix Plata | District | Supervisor of World Languages/ESL, K-12 | Quiroz | MA | N/A | \$138,000 prorated | 2/5/18 - 6/30/18* |
|-------------|----------|---|--------|----|-----|--------------------|-------------------|

*or sooner as determined by the Superintendent

- b. Superintendent recommends approval to the Board of Education for the following non-certificated staff appointment(s):

| Name | Location | Position | Replacement / New | Guide | Step | Salary | Effective Dates |
|---------------------|----------------|----------------------------|-------------------|------------|------|-------------------|----------------------------|
| Manis Jean Baptiste | Mt. Pleasant | Paraprofessional | Fraze | BA | 2 | \$29,250 prorated | 12/5/17 - 6/30/18 |
| Zachary Coppola | WOHS | Paraprofessional | New | Non-Degree | 2 | \$27,250 prorated | 12/5/17 - 6/30/18 |
| Laura Meola Johns | Mt. Pleasant | Paraprofessional | New | MA | 6 | \$33,294 prorated | 12/5/17 - 6/30/18 |
| Areeg Moustafa | BMELC | Paraprofessional Part-time | Corrado | BA | 2 | \$24.38 per hour | 12/5/17 - 6/30/18 |
| Johnnie Tutt | Transportation | Bus Monitor Part-time | New | N/A | N/A | \$20.22 per hour | 11/15/17 - 6/20/18 amended |
| Sandra White | Liberty | Paraprofessional | New | BA | 6 | \$30,992 prorated | 12/5/17 - 6/30/18 |

- c. Superintendent recommends approval to the Board of Education for the following negotiated co-curricular assignment(s):

| Name | Location | Position | Stipend | Effective Dates |
|-----------------------|------------|--|------------------|---------------------------|
| Kimberly Alfano | WOHS | Class Advisor: Senior | \$2,158 prorated | 9/1/17 - 1/12/18 amended |
| Silverio Bastiao | WOHS | Class Advisor: Senior | \$2,158 prorated | 1/16/18 - 6/30/18 amended |
| Kim Carlissimo | Liberty | Drama: Choreographer | \$1,407 | 2017-2018 |
| Janine Duarte | Washington | Girls on the Run | \$250 amended | 2017-2018 |
| Katherine Fitzpatrick | Washington | Board Games Co-Advisor | \$250 amended | 2017-2018 |
| Nicole McArdle | Washington | Writing Co-Advisor | \$250 amended | 2017-2018 |
| Kianna Montplaisir | WOHS | Basketball: Girls' Assistant Coach Volunteer | N/A | 2017-2018 |
| Jessica Viavattine | Washington | Writing Co-Advisor | \$250 amended | 2017-2018 |

- d. Superintendent recommends approval to the Board of Education for the following additional assignment(s). (Att. #3)
- e. Superintendent recommends approval to the Board of Education for the following mentor assignments:

| Mentor | Provisional Teacher | Location | Stipend | Effective Dates |
|-----------------|---------------------|----------|---------|--------------------|
| Stephanie Coia | Catherine Carlson | Kelly | \$367 | 11/1/17 - 3/30/18 |
| Jessica Corino | Kevin Wilton | Edison | \$550 | 11/16/17 - 6/30/18 |
| Justine O'Grady | Nicole Castro | Hazel | \$275 | 11/27/17 - 3/23/18 |

- f. Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2017-2018:

| Name | Certification Code | Teacher | Paraprofessional | Administrative Assistant | Lunch Aide | Nurse | Custodian |
|-----------------------|--------------------|---------|------------------|--------------------------|------------|-------|-----------|
| Bianca Brucato | Substitute | X | X | | | | |
| Daniel Contreras | Substitute | X | | | | | |
| Zachary Coppola | Substitute | X | | | | | |
| Jennifer D'Alessio | Standard | X | | | | | |
| Olivia DePasquale | Substitute | X | | | | | |
| Tarik Embrack | Substitute | X | | | | | |
| Shelley Fine | Standard | | X | | | | |
| Christina Fulga | Substitute | | | | | X | |
| Salma Hassan | Substitute | X | | | | | |
| Phillip Johnson | Substitute | X | X | | | | |
| Sylvona Jones | Standard | X | X | | | | |
| Gabrielle Loma | Substitute | X | | | | | |
| Thalisa Morsillo | Substitute | X | | | | | |
| Liliana Ortiz | Substitute | X | X | | | | |
| Patricia Payne | Substitute | X | | | | | |
| Morrea Tolar-Williams | Substitute | X | | | | | |
| Jessica Tondt | Substitute | X | | | | | |

- g. Superintendent recommends approval to the Board of Education for the following non-certificated staff amended position(s) and/or salary(ies):

| Name | Location | Position | Guide | Step | Salary | Effective Dates |
|-------------------|----------------|--|-----------|------|----------------------|-----------------------|
| Jennifer Preziosi | Central Office | Administrative Assistant Special Services | Column IV | 6 | \$60,308 prorated | 12/11/17 - 6/30/18 |

4. Leaves of Absence:

- a. Superintendent recommends approval to the Board of Education for the following leaves of absence for certificated staff:

| Name | Location / Position | Paid Leave | Unpaid Leave with Benefits | Unpaid Leave without Benefits | Anticipated Return Date |
|-------------------------|--------------------------------------|----------------------------|----------------------------|-------------------------------|-------------------------|
| Yazmin Arcilla Family | Edison/Roosevelt School Psychologist | 9/25/17 - 11/14/17 amended | 11/15/17 - 2/14/18 amended | N/A | 2/14/18 |
| Elena Bley | Liberty Special Education | 11/27/17 - 1/5/18 amended | 1/8/18 - 3/29/18 | 3/30/18 - 5/1/18 | 5/2/18 |
| Anne Engelhardt Medical | Washington Grade 3 | 12/5/17 - 1/5/18 | N/A | N/A | 1/8/18 |

| | | | | | |
|---------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------|--------|
| Jaclyn Johansen Family | WOHS English Language Arts | 2/12/18 - 4/13/18 | 4/16/18 - 6/30/18 | N/A | 9/1/18 |
| Melissa Malfettano Family | Kelly Grade 2 | 11/1/17 - 12/15/17 amended | 12/16/17 - 4/6/18 amended | N/A | 4/9/18 |
| Natalia McGuire Family | Gregory Kindergarten | 11/13/17 - 12/5/17 amended | 12/6/17 - 3/2/18 | N/A | 3/5/18 |
| Michelle Morais-Lawrence Family | WOHS Social Studies | 2/15/18 - 4/25/18 | N/A | 4/26/18 - 6/30/18 | 9/1/18 |
| Mona Naik | Gregory Grade 4 | 4/9/18 - 5/11/18 | N/A | 5/14/18 - 6/30/18 | 9/1/18 |
| Jessica Viavattine Family | Washington Grade 4 | 2/20/18 - 3/23/18 | 3/26/18 - 6/20/18 | N/A | 9/1/18 |

- b. Superintendent recommends approval to the Board of Education for the following leaves of absence for non-certificated staff:

| Name | Location / Position | Paid Leave | Unpaid Leave with Benefits | Unpaid Leave without Benefits | Anticipated Return Date |
|-------------------------------|--|----------------------------------|----------------------------|-------------------------------|-------------------------|
| Victoria Encarnacion Personal | Transportation Bus Monitor Part-time | 11/27/17 - 11/28/17 | 11/29/17 - 12/8/17 | N/A | 12/11/17 |
| Maria Gonzales Family | WOHS Paraprofessional | 1/5/18 - 1/25/18 | 1/26/18 - 4/30/18 | N/A | 5/1/18 |
| Rachel Mondalto Medical | St. Cloud Paraprofessional | 9/6/17 - 1/3/18 amended | N/A | N/A | 1/4/18 amended |
| Deborah Zarro Medical | WOHS Administrative Assistant | 10/4/17 - 12/22/17 amended | N/A | N/A | 1/2/18 amended |

5. Transfer(s):

- a. Superintendent recommends approval to the Board of Education for the following transfer(s) of non-certificated staff:

| Name | From | Position | To | Position | Effective Date |
|-----------|----------------|--------------------------|------------------------------------|--------------------------|----------------|
| Jill Hunt | Transportation | Administrative Assistant | Central Office Special Services | Administrative Assistant | 12/11/17 |

Personnel - Items 1 through 5

MOTION: Mrs. Lab

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

B. CURRICULUM AND INSTRUCTION

1. Recommend approval for field trip(s) for the 2017-2018 school year (Att. #4)
2. Recommend approval/acceptance of Applications for School Business requests (Att #5)

3. Recommend approval of the following new courses for 2018-2019:

| New Course | Department | Grade(s) |
|---|----------------------------|----------|
| Virtual Enterprise | Career Education | 11-12 |
| AP Physics C: Mechanics and Electricity and Magnetism | Science | 12 |
| Honors Physics | Science | 11-12 |
| Voyage into Space | Science | 9-10 |
| Technology and Engineering Concepts A | Technology and Engineering | 9-12 |
| Technology and Engineering Concepts B | Technology and Engineering | 9-12 |
| Advanced Dance | Visual and Performing Arts | 11-12 |

4. Recommend approval for the Curriculum Writing for 2017-2018 (Att #6)
5. Recommend approval of updated curriculum aligned to the New Jersey Student Learning Standards from the Common Core Standards (Att. #7)
6. Recommend approval of Fulbright Distinguished Teacher Award proposal from Christina Biddle, English Language Arts teacher at West Orange High School for a 3-month or 6-month period between July 1, 2018 - June 30, 2019.
7. Recommend approval of the following course name change for 2018-2019:

| New Course Name | Former Course Name | Department | Grade(s) |
|--|------------------------------|-------------|----------|
| Geometry and Analysis / Honors Geometry and Analysis | Geometry and Honors Geometry | Mathematics | 9-10 |
| Programming in Visual Basic | Computer Science A | Mathematics | 9-12 |

Curriculum and Instruction - Items 1 through 7

MOTION: Mrs. Lab

SECOND: Mr. Charles

VOTE: 5-0 (RC)

C. FINANCE

a.) Special Services

1. Recommend approval for the following out of district placements for the 2017-2018 school year:

| Student # | Placement | Tuition | Budgeted/Unbudgeted |
|-----------|--|---|---------------------|
| 2506122 | The Phoenix Center <i>Transfer from another placement</i> | Tuition: \$47,411.84 133 days @ \$356.48 1:1 Aide: \$19,950.00 Effective: 11/27/17 | Budgeted |

2. Recommend approval of providers of home instruction for the 2017-2018 school year to provide services to West Orange School district students as follows:

| Name of Facility | Rate | Not to Exceed |
|---|---------------|---------------|
| Union County Educational Commission (Trinitas) Westfield, NJ | \$66 per hour | \$12,000* |

*Previously approved 6/12/17 for \$2,000 at \$62 per hour.

3. Recommend approval for the following providers for Independent Specialist Evaluations for the 2017-2018 school year:

| Provider | Cost | Type of Evaluation/Service | Not to Exceed | Budgeted/ Unbudgeted |
|------------------------|------------|--|---------------|-------------------------|
| Dr. Mark Faber | \$550 | Psychiatric Evaluation | \$6,000 | Budgeted |
| Dr. Michael Steinhardt | \$400/hour | Litigation, due process hearings, etc. | \$4,000 | Budgeted |

b.) Business Office

1. Recommend approval of the 12/4/17 Bills List: (Att. #8)

| | |
|--|----------------------|
| Payroll/Benefits | \$11,472,697.76 |
| Transportation | \$ 652,077.16 |
| Tuition (Spec. Ed./Charter) | \$ 584,355.42 |
| Instruction | \$ 171,505.07 |
| Facilities | \$ 396,721.41 |
| Capital Outlay | \$ 3,299.00 |
| Grants | \$ 174,015.06 |
| Food Service | \$ 325,373.18 |
| ESIP | \$ 119,481.00 |
| Support Svcs/Co-Curricular/Athletics/Misc. | <u>\$ 232,937.04</u> |
| | \$14,132,462.10 |

2. Recommend approval of transfers for October 2017 within the 2017-2018 budget in compliance with N.J.A.C. 6A:23-2.11(A)2 as per attached. (Att. #9)
3. Secretary's Report - Acceptance and Certification - October 2017

Recommend that the West Orange Board of Education accept the Board Secretary's financial report for the month of October 2017, based upon the certification of the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c) (3), that no major account or fund has been over expended, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Att. #10)

4. Report of the Treasurer of School Monies - October 2017

Recommend that the West Orange Board of Education acknowledge and accept the Report of the Treasurer of School Monies for the month of October 2017, which report is in agreement with the Secretary's Report. (Att. #11)

5. Recommend approval of proposed nonpublic technology aid expenditure:

| Non Public School | Description | Amount |
|-------------------------------------|-----------------|----------|
| Golda Och Academy (Lower School) | Document camera | \$499.00 |

6. Accept the financial audit and synopsis of the 2016-2017 school year as prepared by the firm Lerch, Vinci & Higgins, LLP. (Att. #12)

7. Recommend approval of an audit corrective action plan for the remediation of recommendations noted in the financial audit of the 2016-2017 school year. (Att. #13)

8. Recommend appropriation of \$49,700 from 2016-2017 Extraordinary Aid to construction services account code 12-000-400-450-16-00-000 for an emergency barrier free chair lift project at the Mt. Pleasant Elementary School. This project was unanticipated during budget preparation.

9. Recommend approval of renewal of Metropolitan Communications (MetTel) Agreement for the following:

| Period | Internet Bandwith and Voice Services | Traditional Phone Lines |
|-----------------|--------------------------------------|-------------------------|
| 11/1/17-1/31/18 | \$6,549 | \$3,935* |
| 2/1/18-6/30/18 | \$6,549 | \$1,935* |

* plus tax/surcharge/usage

10. Recommend approval of Settlement Agreement between the West Orange Board of Education and the Parent of former Students #1002025 and #1004095.

11. Recommend approval of awarding of the following bids: (Att. #14)

| Bid # | Vendor | Total Award | Award Description |
|-------|---|---|-----------------------------------|
| 18-05 | Select Auto and Truck Repair West Orange, NJ | Straight Time: \$90/hour OT: \$90/hour Holidays: \$90/hour Parts/Cost + % over MSRP: 30% Towing Service: \$7/mile | School Bus Maintenance and Repair |

| | | | |
|-------|---|---|------------------------------|
| 18-06 | Mobility Elevator and Lift Company West Caldwell, NJ | \$49,700 | Stair Lift Project |
| 18-07 | Automated Logic Clifton, NJ | Labor Rate: \$160/hour Labor Rate OT: \$240/hour Labor Rate Sat/Sun/Holiday: \$320/hour Parts discount off MSRP/List: 50% Award: 12/4/17-6/30/18 One year renewal option at same rates | HVAC Control Districtwide |

Finance - Business Office Item 1, Vendor #9305**MOTION:** Mrs. Lab**SECOND:** Mr. Schwarzbaum**VOTE:** 4-0-1 (RC)**ABSTAIN:** Mrs. Lab**Finance - Special Services Items 1 through 3; Business Office Items 1 through 11 with the exception of the above.****MOTION:** Mrs. Lab**SECOND:** Mr. Schwarzbaum**VOTE:** 5-0 (RC)**D. REPORTS**

1. Superintendent recommends to the Board of Education acceptance of the HIB Report ending December 4, 2017.

2. **Harassment, Intimidation and Bullying**

"Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-17(b)(6)(c), at its meeting on November 6, 2017, the Superintendent reported HIB Incident Number(s) 011, 012, 014 to the Board; and

Whereas, on November 15, 2017 the parents and/or guardians of the students who are parties to the investigation received information about the investigation pursuant to N.J.S.A. 18A:37-17(b)(6)(d); and

Now, therefore, be it Resolved that the Board affirms the decision of the Superintendent concerning HIB Incident Number(s) 011, 012, 014 the 2017-2018 school year for the reasons conveyed to the Board."

Reports - Items 1 and 2**MOTION:** Mrs. Lab**SECOND:** Mr. Robertson**VOTE:** 5-0 (RC)**IX. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS**

- X. **NEXT BOARD MEETING** to be held at 6:30 p.m. (Public Session at 8:00 p.m.) on December 18, 2017 at West Orange High School.

XI. PETITIONS AND HEARINGS OF CITIZENS

XII. ADJOURNMENT at 10:33 p.m.

MOTION: Mr. Robertson

SECOND: Mr. Schwarzbaum

VOTE: 5-0 (VV)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Calavano". The signature is fluid and cursive, with the first name "John" and last name "Calavano" clearly distinguishable.

John Calavano, Board Secretary