

BOARD OF EDUCATION  
Newton, NJ  
MINUTES OF THE REGULAR MEETING OF MAY 26, 2015

Ms. Dunn, Board President, called the meeting to order at 7:00 PM in the Board Office at 57 Trinity Street, Newton, NJ, noting in the opening statement that the notice of this meeting was sent to the <u>New Jersey Herald</u> , the <u>Star Ledger</u> , and the Town Clerk of Newton on December 18, 2014, and appropriately posted. The notice requirements of the Open Public Meetings Act have been satisfied.	OPENING
Members Present: Mr. Caffrey, Ms. Dunn, Ms. Egner, Mr. Fancher, Ms. Faye, Ms. Ham, Mr. Heckman, Ms. Larsen, Mr. Morris, Mr. O’Gorman, Mrs. Thomas and Dr. Greene.	ROLL CALL
Members Absent: None.	
Also Present: Donna C. Snyder	
There were no public comments.	PUBLIC COMMENTS
<u>Finance</u> —Mr. Caffrey reported that the Finance Committee met prior to the Board Meeting. Topics discussed included the tuition appeal to the State for Hampton and Hardyston, end-of-year budget recommendation for a Capital Reserve Deposit of approximately \$500,000, and a possible change in prescription insurance carriers.	COMMITTEE RPTS.
<u>Delegate Assembly</u> —Ms. Faye said that it was a short meeting. The topic was that Board Members who are elected in November will not take office until January, and the proposal was that taking office should be the following week. No action was taken.	
<u>Negotiations</u> —Mr. Caffrey stated a report will be given in Executive Session.	
<u>Andover</u> —Mr. Fancher reported that the Andover Board met on May 19 <sup>th</sup> . Also, Andover will be discontinuing their aftercare program, and Project Keep will run the program in the future. A new Curriculum Coordinator has been approved and hired.	SENDING DISTRICTS
<u>Green</u> —Mr. O’Gorman stated that the Green Board met on May 20 <sup>th</sup> and their next meeting will be held on June 17 <sup>th</sup> . They have completed Ethics Training. The Ad Hoc Send/Receive Meeting with Newton was cancelled due to a scheduling conflict.	
<u>PARCC</u> testing is complete. The PARCC governing body will reduce testing time by 90 minutes and there will be one testing period instead of two.	SUPT.’S REPORT ED. HIGHLIGHTS
<u>Administrative Transition</u> —There are appointments for Newton High School Principal and Halsted Middle School Principal on this agenda. Assistant Principal positions were posted and there are 40-45 applicants for each position.	
<u>Policy/Regulations</u> —Dr. Greene sent policy and regulations to Board Members today.	
<u>Property Purchase</u> —Ms. Snyder stated that the closing on the property purchase is scheduled for May 29 <sup>th</sup> and that all the final details are being worked out.	SBA/BS REPORT
<u>Auditors</u> are preliminarily scheduled to be in district the weeks of July 20 <sup>th</sup> & 27 <sup>th</sup> .	
Motion made by Mr. Caffrey, seconded by Mrs. Thomas, to approve the following:	BOARD BUSINESS
A.    Approve the minutes of the following meetings: Regular Meeting of May 12, 2015	
B.    Authorize the secretary to pay bills and warrants Nos. 042167 to 042294 as per bill list dated May 26, 2015, in the amount of \$2,711,682.53, as per Attachment A.	
C.    Approve the financial reports from the Board Secretary and the Treasurer of School Monies for the month of April, 2015 as on file in the Business Office.	
D.    Accept the Board Secretary’s certification, as attached, (pursuant to NJAC 6:20-2.12(d)) that as of April 30, 2015, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education pursuant to NJSA 18A-22-8 & 18A-22-8.1.	

- E. Pursuant to NJAC 6:23-2.11, certify that as of April 30, 2015, after review of the secretary's financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended in violation of NJAC 6:20-2.12(a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- F. Approve the line item transfers and 10% report as per Attachment B.
- G. Affirm the Superintendent's decisions regarding HIB incidents as reported to the Board of Education on May 15, 2015 and May 22, 2015.
- H. Approve the following:

1. That the Board of Education approves the following appointments and rates, where appropriate, for the 2015-16 school year:

<u>Description</u>	<u>Appointment</u>	<u>Rate</u>
Allan P. Dzwilewski	School Attorney	\$ 160/hr.
Dawn Babcock	Treasurer of School Monies	
Nisivoccia & Company	District Auditor-Not to Exceed	\$42,450
Joseph Casella, DO	School Physician	\$12,750
Kurt Walton	Public Agency Compliance Officer Affirmative Action Officer	
Jennifer Pasquali	Public 504 Compliance Officer	
David Hughen	RTK/AHERA Contact Person Integrated Pest Mgmt. Coordinator	
The Morville Agency	Insurance Broker of Record	
Parette Somjen Architects	Architect of Record	

2. That the Board of Education authorize, pursuant to 17:12B-241, Donna C. Snyder, School Business Administrator/Board Secretary, Michael Stark, Assistant to the Business Administrator, and/or Dawn Babcock, Treasurer of School Monies, to invest school funds, and order wire transfers if necessary, to complete the transaction in one or more accounts in any insured bank whose principal office is located in New Jersey in any amount up to, but not exceeding, the amounts for which such accounts are insured.

3. That the Board of Education designates the following as the official depository for the Board of Education for the school year 2015-16, with the understanding that new accounts using the school's federal ID# may only be opened after providing a Board of Education Extract of the Minutes showing Board of Education approval of new account and signatories.

Lakeland State Bank  
NJ Cash Management Fund  
MBIA

4. That the Board of Education authorize the Superintendent of Schools to continue payroll deductions for the following tax sheltered annuity programs in existence unless deleted, changed or added to between this meeting and the 2016-17 organization meeting:

<u>403</u>	<u>457</u>
Equitable	Equitable
Met Life	Nisivoccia
Valic	

5. That the Board of Education authorize the Superintendent and the Business Administrator to implement the 2015-16 School District Budget pursuant to local and state policies and regulations:

General Fund	\$26,522,388
Special Revenue	670,880
Debt Service	<u>592,875</u>
Total	<u>\$27,786,143</u>

6. That the Board of Education approves the following resolution:

RESOLVED, that the amount of district taxes needed to meet the obligations of this Board for the 2015-16 school year is General Fund – \$12,379,798 and Debt Service - \$592,875 and that the Town of Newton is hereby requested to place in the hands of the Treasurer of School Monies that amount as follows:

<u>2015</u>	<u>General Fund</u>	<u>Debt</u>	<u>Total</u>
July	\$1,031,649.83	\$436,875	\$1,468,524.83
August	1,031,649.83	0	1,031,649.83
September	1,031,649.83	0	1,031,649.83
October	1,031,649.83	0	1,031,649.83
November	1,031,649.83	0	1,031,649.83
December	1,031,649.85	156,000	1,187,649.85
Sub-Total	<u>\$6,189,899.00</u>	<u>\$592,875</u>	<u>\$6,782,774.00</u>
<u>2016</u>			
January	\$1,031,649.83	0	\$1,031,649.83
February	1,031,649.83	0	1,031,649.83
March	1,031,649.83	0	1,031,649.83
April	1,031,649.83	0	1,031,649.83
May	1,031,649.83	0	1,031,649.83
June	1,031,649.85	0	1,031,649.85
Sub-Total	<u>6,189,899.00</u>	<u>0</u>	<u>6,189,899.00</u>
Grand Total	<u>\$12,379,798.00</u>	<u>\$592,875</u>	<u>\$12,972,673.00</u>

\*Note that as per the recommendation of the Department of Education, an additional \$1 is added to 2015 on A4F since the state software only does whole dollar transactions.

7. That the Board of Education authorize the establishment of the following petty cash accounts for the 2015-16 school year:

Merriam Avenue School	\$200.00
Halsted Middle School	\$200.00
Newton High School	\$200.00
Board/Supt. Office	\$200.00

8. Approve the resolution authorizing the procurement of goods and services through state agency contractors and co-operatives for the 2015-16 school year as per Attachment C.

9. Motion that the Board of Education adopt the policies, bylaws, rules and regulations, curriculum and textbooks currently in existence to be carried forward for the 2015-16 school year.

Carried unanimously by a roll call vote of the 11 member Board with the following exceptions:

Mr. Fancher abstained on Board Business Item A.

Ms. Ham abstained on Board Business Items B & C.

Motion made by Ms. Egner, seconded by Ms. Larsen, to approve the following:

PROGRAM

A. Approve the following trips for Halsted Middle School:

<u>Class/Club</u>	<u>Purpose</u>	<u>Location</u>
Best Buds	Field Trip	Hillside Park, Andover, NJ

Carried unanimously by a roll call vote of the 9 member Board.

Motion made by Mr. Caffrey, seconded by Ms. Larsen, to approve the following:

- B. Approve the following trips for Newton High School:

<u>Class/Club</u>	<u>Purpose</u>	<u>Location</u>
Marching Band	Field Trip	Memorial Day Parade, Newton, NJ
MD Class	Field Trip	Riviera Maya Restaurant, Branchville, NJ
Robotics	Field Trip	W. Windsor Plainsboro HS, Plainsboro, NJ

- C. Approve the receipt of the following homeless students. The State of NJ will be billed for their tuition and services:

Student ID #11572 (Guatemala)      Grade 9      Effective 5/19/15

Carried unanimously by a roll call vote of the 11 member Board.

Motion made by Ms. Egner, seconded by Mr. Heckman, to approve the following:

PERSONNEL

- A. Accept the resignation of Julie Budzinski-Flores, Grade 3 Teacher at Merriam Avenue School, effective July 1, 2015.
- B. Approve Casey Dillard as Long-Term Leave Replacement Kindergarten Teacher at Merriam Avenue School, replacing Lauren Nethery, effective September 1, 2015 through June 30, 2016, Step A1, salary TBD.
- C. Approve Niklas Lasso as Grade 3 Teacher at Merriam Avenue School for the 2015-16 school year, Step A1, salary TBD.
- D. Approve the appointments of the following staff for the 2015-16 school year:

MAS Teacher Assistants      Attachment D  
HMS Teacher Assistants      Attachment E

- E. Approve the following Summer, 2015 Title I Teachers at Merriam Avenue School @ \$30/hr., not to exceed \$1,500 each:

Brittany Marinaro      Lauren Schweizer  
Carolyn McKnight      Kathy Thurston  
Jill Merson      Meg Waldron  
Karen Mitchell      Scott Zymet  
Dee Penoyer

- F. Approve the following Summer, 2015 Title I Teacher Assistants at Merriam Avenue School @ \$15/hr., not to exceed \$1,000 each:

Barbara Morello  
Kim Ryan  
Alison Szczubelek

- G. Approve Carolyn McKnight as Summer, 2015 Title I Librarian at Merriam Avenue School @ \$30/hr., not to exceed \$840.

- H. Approve the following for Meet the Kindergarten Teachers at Merriam Avenue School for Summer, 2015 for 2 days @ \$181/day each:

Casey Dillard      Tina Marusiak  
Karen Evanick      Jenny Oliveira  
Katie Feldman

- I. Approve the following Guidance Counselors at Merriam Avenue School for Summer, 2015 for 3 days @ per diem rate:

Dee Iuliani  
Jane Langeveld

- J. Approve Kathy Hughen as Nurse at Merriam Avenue School for Summer, 2015 for 4 days @ per diem rate.

- K. Approve Lauren Schweizer, Title I After School Enrichment Teacher at Merriam Avenue School, for an additional 20 hours @ \$30/hr., not to exceed \$600.

- L. Approve Eileen Fisher, Aftercare Teacher at Merriam Avenue School, for an additional 60 hours @ \$30/hr.
- M. Approve Kristi Greene as Principal at Halsted Middle School effective July 1, 2015, at a salary of \$125,000.

Carried unanimously by a roll call vote of the 9 member Board.

Motion by Ms. Larsen, seconded by Ms. Egner, to approve the following:

- N. Approve the voluntary transfer of Jeffrey Waldron to Newton High School as Principal effective July 1, 2015.
- O. Approve Patricia Osorio as Spanish Teacher at Newton High School for the 2015-16 school year, Step A2, salary TBD.
- P. Approve Summer Maintenance Personnel for 2015-16 as per Attachment F.
- Q. Approve the appointments of the following staff for the 2015-16 school year:
 

Custodians	Attachment G
Non-Affiliated	Attachment H
Secretaries	Attachment I
Security Personnel	Attachment J
NHS Teacher Assistants	Attachment K
- R. Accept the resignation of Beatrice deVries, Cafeteria Staff at Newton High School, effective July 1, 2015, for the purposes of retirement.

Mr. Caffrey wished her well and extended his appreciation for her years of service on behalf of the Board.

- S. Approve the following staff for Summer, 2015 at Newton High School:
  - Jill Aquino—Nurse (5 days)
  - Lisa Bechtel—SAC (5 days)
  - Lisa Casamassina—Counselor (11 days)
  - Michelle Herring—Counselor (11 days)
  - Theresa Hough—Counselor (11 days)
  - Karen Mazur—Counselor (17 days)
- T. Approve Fall Coaches for 2015-16 as per Attachment L.
- U. Approve a contract for Donna C. Snyder as School Business Administrator/Board Secretary for the 2015-16 school year, which has been reviewed and approved by the Executive County Superintendent, at a salary of \$141,967 as per Attachment M.

Carried unanimously by a roll call vote of the 11 member Board with the following exceptions:

- Mr. Heckman abstained on Personnel Item N.
- Ms. Larsen voted “No” on Personnel Item Q, Attachment I, for Lisa Huber.
- Mrs. Thomas voted “No” on Personnel Item Q, Attachment I, for Lisa Huber.

Motion by Mr. Caffrey, seconded by Ms. Egner, to approve the following:

BUSINESS

- A. Approve district travel expenses as per Attachment N.
- B. Approve Johnston Communications, State Contract Vendor #A80802, for installation of a fiber network connecting Merriam Avenue School and Halsted Middle School to Newton High School at a cost of \$95,250.
- C. Approve Jive Communications to provide phone service at a cost not to exceed \$39,000/yr. as per E-Rate bidding process and attorney review for the 2015-16 school year.
- D. Approve Jive Communications to provide VOIP compatible telephones for the district at a cost of \$15,685 for the 2015-16 school year.

Dr. Greene thanked Donna Snyder and Mary Decker for all their work on this major upgrade in district communications.

E. Approve the following district purchases for the 2014-15 school year:

<u>Newton Board of Education</u>	<u>Description</u>	<u>Amount</u>
Compass Energy Gas Svc.	Natural Gas Service 2015	\$ 40,429.93
Countryside Title Agency, Inc.	Encumbrance for Property Purchase	\$258,000.00
CDWG, Inc.	Thinkpads & Accessories	\$ 7,066.10
Green Twp. BOE	2010 GMC Collins Mini-Bus	\$ 15,000.00
Touchboards	Smartboard	\$ 2,057.83

Regarding the Countryside Title Agency Encumbrance, Mr. Fancher asked for verification that the costs relative to the property purchase would be a district expense and not a high school expense. Dr. Greene confirmed that was indeed the case.

F. Approve the following district purchases for the 2015-16 school year:

<u>Newton Board of Education</u>	<u>Description</u>	<u>Amount</u>
Johnston Communications	Fiber Network Installation	\$ 95,250.00

G. Approve a Transportation Contract with US Coachways, Contractor Code #A758, for Robotics Trip Transportation to St. Louis, MO, for the 2015 FIRST Robotics International Competition.

H. Approve the 2015 bus evacuation drills as per Attachment O.

I. Approve Parette Somjen Architects to develop engineering schematics for the installation of the generators at all three district schools at a cost of \$23,000.

J. Approve the out-of-district tuition contract with Lakeland-Andover School for student #6948949577 for the 2014-15 school year.

K. Rescind the February 3, 2015 motion to approve a contract with Atlantic Business Products for Managed Print Services at no cost until the district-owned toner credit has been exhausted; then at \$.0257 per print in black & white, and \$.0920 per print in color; and approve a contract with Atlantic, Tomorrow's Office for Managed Print Services at no cost until the district-owned toner credit has been exhausted; then at \$.0288 per print in black & white, and \$.0995 per print in color.

L. Approve an Interlocal Service Agreement with the Board of Education of Sussex County Technical School to provide ASE certified mechanics for school bus maintenance, effective July 1, 2015 through June 30, 2016 as per Attachment P.

Carried unanimously by a roll call vote of the 11 member Board.

There was no Old Board Business.

OLD BD. BUSINESS

Ms. Dunn reminded everyone that Newton Day is on June 13<sup>th</sup>, the Halsted Middle School promotion is on June 22<sup>nd</sup>, and the Newton High School graduation is on June 23<sup>rd</sup>. Dr. Greene will send a Newton Day sign-up to Board Members.

NEW BD. BUSINESS/

OPEN DISCUSSION

Ms. Egner described the Miles for Merriam fundraiser and said that the students really enjoyed it.

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Please identify yourself and spell your last name.

PUBLIC COMMENTS

There were no public comments.

This public committee meeting is designed for the Board of Education to discuss issues that may appear on future board agendas. Please consider that an individual employee's terms and conditions of employment cannot be discussed prior to that employee being given proper notice.

COMMITTEE OF THE WHOLE

There was no discussion.

Motion by Mrs. Thomas, seconded by Mr. Caffrey, that the Board of Education shall adjourn to Executive Session, after a 10 minute break, to convene in Executive Session at 7:48 PM, to discuss a student matter and Grievance (NESA). The Board intends to reconvene and take action.

EXECUTIVE  
SESSION

The Board reconvened to public session at 8:02 PM.

- D. Motion by Ms. Egner, seconded by Ms. Larsen, to approve the suspension of Student #10192 for a total of 28 days until June 23, 2015 for weapons possession.

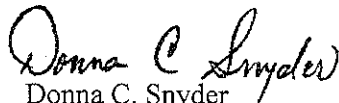
PROGRAM  
(Cont'd)

Carried unanimously by a roll call vote of the 9 member board.

Motion by Ms. Larsen, seconded by Mr. Caffrey, to adjourn the meeting to Executive Session at 8:04 PM to discuss Negotiations (NEA) and Personnel (Superintendent Evaluation), not to reconvene. There was no opposition.

ADJOURN

Respectfully submitted,



Donna C. Snyder  
School Business Administrator/Board Secretary