

BOARD OF EDUCATION  
Newton, NJ  
MINUTES OF THE REGULAR MEETING OF NOVEMBER 24, 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 New Jersey Herald, the Star Ledger, and the Town Clerk of Newton on January 13, 2015, and appropriately posted. The notice requirements of the Open Public Meetings Act have been satisfied.

OPENING

Members Present: Mr. Caffrey, Ms. Dunn, Ms. Egner, Ms. Faye, Ms. Ham, Mr. Heckman, Ms. Larsen, Mr. Morris, Mr. O’Gorman, Mrs. Thomas and Dr. Greene.

ROLL CALL

Members Absent: Mr. Fancher.

Also Present: Donna C. Snyder, Jeff Waldron, NEA Representative, John Jackson, Linda Gianni & Ann Marie Cooke.

There were no public comments.

PUBLIC  
COMMENTS

Town Council—Mr. Heckman and Mr. Morris attended the meeting.

COMMITTEE RPTS.

Delegate Assembly—Ms. Larsen attended. Dr. Feinsod discussed many topics including pension reform, special education cap adjustment, and state mandates. NJSBA will issue a new website in 2016.

NJSBA Board of Directors—Mr. Morris said that many of the same topics were presented at the Board Meeting.

Negotiations—Will be discussed in Executive Session.

Andover—No report as Mr. Fancher was not present.

SENDING  
DISTRICTS

Green—Mr. O’Gorman thanked Dr. Greene and Mr. Waldron for attending meeting to present Newton High School goals.

Action Plan Progress Report—Dr. Greene discussed progress on the goals of promoting student-centered learning, facilitating communication through technology, and developing a strategic plan for school facilities.

SUPT.’S REPORT  
ED. HIGHLIGHTS

The new website design will be released in January.

PARCC—Newton High School scores became available last week. Grades 3-8 still have not been received. The December 22<sup>nd</sup> meeting will have a presentation of data. All paper scores will be released mid-December. Dr. Greene was invited to present information about PARCC testing. A parent PARCC night will be hosted in January.

Mr. Morris stated that he is happy to hear that Newton will be hosting a parent night.

Report on the Chapter 192/193 Audit—Ms. Snyder reported that Chapter 192/193 Non-Public Special Education Services to St. Joseph’s School are provided by the Sussex County Ed Services Commission. She explained that non-public funds run through the public schools in New Jersey and that we are responsible for making sure the money is spent properly. She read the results of the OFAC Audit and the Corrective Action Plan.

SBA/BS REPORT

SAIF (School Alliance Insurance Fund)—Ms. Snyder reported she attended her first meeting as a member of the Board of Trustees. It was very informational and continues our history of having our staff in key roles throughout the state.

ACA—Ms. Snyder reported that Newton hosted Affordable Care Act software training for Andover, Sparta, Jefferson, West Milford, and Kittatinny. Computer Solutions Inc., our computer company, then provided private software update training in other topics as a thank you for setting up the multi-district training. Implementation of the reporting requirements is a massive undertaking.

RFP Architects—The RFP for architects was released early last week, and today two firms participated in the walk-through of the areas identified in the Stakeholder Analysis of School Facilities. The responses are due by December 9, 2015 in order to allow time for review and appointment at the December 22, 2015 meeting.

Budget 2016-17—Ms. Snyder stated that she has reached out to the Department of Education to get the A41/A42 and has been informed that the software will not be available until mid-December. She has informed the sending district Business Administrators of this as it means reconciled tuitions will not be available until late December or early January.

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

BOARD BUSINESS

- A. Approve the minutes of the following meeting:  
Regular Meeting of November 10, 2015
- B. Authorize the secretary to pay bills and warrants Nos. 043195 to 043405 (043401 & 043402 spoiled) as per bill list dated November 24, 2015 in the amount of \$2,454,369.24, as per Attachment A.
- C. Approve the financial reports from the Board Secretary and the Treasurer of School Monies for the month of October, 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 October 31, 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 October 31, 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. Approve Food Service checks from October, 2015 as per Attachment C.

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

Mr. Heckman abstained on Board Business Item A.

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

PROGRAM

- A. Approve the following trips for Halsted Middle School:

<u>Class/Club</u>	<u>Purpose</u>	<u>Location</u>
SOAR 5-8	Field Trips	Mayo Performing Arts Ctr, Morristown, NJ

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

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

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

<u>Class/Club</u>	<u>Purpose</u>	<u>Location</u>
CADD Students	Field Trip	New Providence HS, New Providence, NJ
French Club	Field Trip	Prudential Center, Newark, NJ
Honors Choir	Field Trip	WSUS, Franklin, NJ
Marching Band	Field Trip	Newton Holiday Parade, Newton, NJ
MD Program	Field Trip	Barn Hill Care Center, Newton, NJ
- C. Approve the Newton Public Schools Nursing Services Plan per NJAC 6A:16-2.1 for the 2015-16 school year at per Attachment D.
- D. Approve the following students for homebound instruction in accordance with N.J.A.C.6:14:

Student ID #10258	Effective 11/11/15
Student ID #2180	Effective 11/02/15

E. Approve the following revised policies and regulations for 2nd reading:

- Policy 5330 and Regulation 5330 on Administration of Medication
- Policy 5514 and Regulation 5514 on Student Use of Vehicles

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

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

PERSONNEL

- A. Approve Meg Waldron as Ski Club Volunteer at Halsted Middle School for the 2015-16 school year.
- B. Accept the resignation for purposes of retirement of Barbara Kurbel-Riker, Head Custodian at Halsted Middle School, effective January 1, 2016.
- Mrs. Thomas thanked Ms. Kurbel-Riker for her service to the District.  
Mr. Caffrey wished her well on behalf of the Board on her retirement.
- C. Approve the following as Elementary Wrestling Volunteers for the 2015-16 school year, pending criminal history approval:
- John Costa  
Bryan Fisk  
Joseph Gigante  
Rob Koroski  
Jon Risk
- D. Approve Alison Szczubelek as Full-Time Teacher Assistant at Merriam Avenue School, replacing Lynn Sodora, effective November 25, 2015, Step 2, salary TBD.
- E. Approve Alison Szczubelek as Teacher Assistant for a Child Study Team student attending the After-School Enrichment Program at Merriam Avenue School for 4 hours/week for the 2015-16 school year, effective November 25, 2015, @ \$15/hr.
- F. Approve Alison Szczubelek as Lunch Supervisor at Merriam Avenue School for 3.75 hrs./week @ \$20/hr. per diem for the 2015-16 school year, for a difference of \$5.20 above salary guide pay.

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

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

- G. Approve the following substitutes for the remainder of the 2015-16 school year:
- |                 |                              |
|-----------------|------------------------------|
| Lynn Ann Rogers | Substitute School Nurse      |
| Roxanne Staley  | Substitute Teacher Assistant |
| Dan DiMarzo     | Substitute Teacher           |
- H. Approve Christine Narvaez as Long-Term Leave Replacement Part-Time Teacher Assistant at Newton High School, replacing Betsy VanOrden, effective November 25, 2015 through April 4, 2016, Step A-1 per diem.
- I. Approve Dan DiMarzo as Long-Term Leave Replacement Science Teacher at Newton High School, effective January 4, 2016 through June 30, 2016, Step A-1 per diem.
- J. Approve Harley Rolph as Long-Term Leave Replacement Physical Education Teacher at Newton High School, effective January 11, 2016 through April 8, 2016, Step A-1 per diem.
- K. Approve Dagmar Wojcik as Volunteer Assistant Coach for Winter Track at Newton High School for the 2015-16 school year pending criminal history approval.
- L. Approve Karen Mazur to work at Athletic events for the 2015-16 school year.
- M. Approve Gina Palmieri as Substitute Bus Driver pending criminal history approval.

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

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

<u>Newton Board of Education</u>	<u>Description</u>	<u>Amount</u>
Success Advertising, Inc.	Star Ledger Classified Ads	\$ 3,711.53

- B. Approve district travel expenses as per Attachment E.
- C. Approve a contract with Frontline Technologies for AppliTrack, an automated application tracking system for recruiting and hiring new employees, in the amount of \$3,900/yr., prorated, with an initial set-up fee of \$500, effective 1/1/16 through 6/30/17, per Attachment F.
- D. Approve a contract with Frontline Technologies for VeriTime, an automated time and attendance management system, in the amount of \$3,000/yr., prorated, with an initial set-up fee of \$2,000, effective 1/1/16 through 6/30/17, per Attachment G.
- E. WHEREAS, the Office of Fiscal Accountability and Compliance Report (OFAC) was discussed in public at the November 24, 2015 Board of Education meeting;

NOW BE IT RESOLVED, to approve the submission of a Corrective Action Plan in response to the November 12, 2015 Audit Report on Nonpublic Chapter 192/193 Programs administered by Sussex County Educational Services Commission as per Attachment H.

- F. Authorize the School Business Administrator to solicit a request for proposal for a wireless mini cell tower at Newton High School.

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

Joan Faye asked about NJ Manufacturers Insurance Company’s offer of a class for parents about teen driving.

OLD BD. BUSINESS

Guilene Ham said that the Newton High School Honors Choir and Chorale did a fantastic job at the Festival of Lights. She also reported on “Bring Your Parent to School Day” at Halsted Middle School saying that the participation was great.

Ms. Faye acknowledged the efforts of administrators to interact with parents to encourage participation.

Ms. Dunn mentioned that Newton PRIDE is hosting a craft fair on December 19, 2015.

NEW BD. BUSINESS/  
OPEN DISCUSSION

Mr. Heckman asked if anyone had considered reimplementing of the TDC. Dr. Greene said that the Newton Board had resolved its intention to do so back in the spring but had not received any response.

Mr. Morris discussed the article about the Sussex Stags (semi-pro) looking for a field to play on. Ms. Larsen said she was approached and referred them to the Athletic Director.

Mr. Morris said that at one point he attended a Senior Citizen Meeting. He thinks it is a good idea to communicate school happenings to senior citizens. He offered to do so.

Town Tree Lighting is scheduled for December 14<sup>th</sup> at 6:00 PM.

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

Wayne Levante, Councilperson, stated that he thought the attendance at the Senior Citizen Meetings was a good idea.

Linda Gianni mentioned that the Fall Drama was wonderful.

Stuart Street—Road work is ongoing for sewer repair.

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.

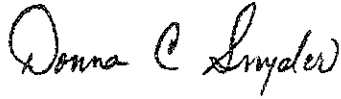
COMMITTEE OF  
THE WHOLE

There were no discussions.

Motion by Ms. Larsen, seconded by Mr. Caffrey, to adjourn to Executive Session at 8:02 PM, not to reconvene. There was no opposition.

ADJOURN

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna C. Snyder".

Donna C. Snyder  
School Business Administrator/Board Secretary