HANOVER TOWNSHIP BOARD OF EDUCATION

MINUTES

Regular Public Meeting – November 20, 2018

I. Opening

A. The meeting was called to order by Mrs. Wolsky, Board Secretary at 7:30 p.m. in the Library/Media Center at Memorial Junior School, 61 Highland Avenue, Whippany, New Jersey 07981.

Mrs. Wolsky read the following statement:

In accordance with P.L. 1975, Chapter 231, notice of this meeting was provided to the newspaper of record, appropriately posted and sent to the Township Clerk on January 10, 2018.

B. Present: Board Members: Mr. Salvatore A. Azzarello
Dr. Douglas Petty
Mr. Daniel Breen
Mr. Glenn Yannotta
Ms. Rose McCauley
Mrs. Patricia Mattia
Mrs. Gina Marie Winkler
Mrs. Carol Tognetti, Vice President
Mr. Steven Furda, President

Superintendent
Mr. Michael J. Wasko
Board Administrator/
Board Secretary
Mrs. Vanessa M. Wolsky

There were no Board Members absent.

II. APPROVAL OF MINUTES

Regular Public Meeting 10/30/18

Motion: Mrs. Mattia  Second: Mr. Yannotta  Approved: Unanimous

III. BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

Mrs. Wolsky said, “I’ll start off tonight by reporting the results of the election that was held on November 6. Mrs. Tognetti and Dr. Petty were reelected with 2,892 and 2,765 votes respectively. We had one vacant 3 year seat on the ballot that was won by Susan Shannon who received the most votes as a write-in candidate. Congratulations to Mrs. Tognetti, Dr. Petty and Mrs. Shannon.”
Mrs. Wolsky read that the cash balance as of October 31, 2018 was $4,730,689.38 with fiscal year to date interest of $8,850.86 in the General Fund and $145.21 in the HTSACC Fund.

She also shared that the next Regular meeting of the Board of Education is scheduled for Tuesday, December 18 at 7:30 p.m. in the Memorial Junior School media center.

IV. SUPERINTENDENT'S REPORT

Mr. Wasko said, "I would like to begin my report by congratulating Carol Tognetti and Doug Petty, who were both re-elected to three-year seats on the Board, and a special congratulations and welcome to Susan Shannon, who was also elected to a three-year seat on the Board as a write-in candidate. Congratulations to everyone.

New Jersey Statute requires school superintendents to publicly report, two times a year, all acts of violence, vandalism, and incidents of harassment, intimidation, and bullying that occur in our schools. For the purpose of tonight's report, I will be summarizing data compiled during the January 1, 2018 through June 30, 2018 reporting period.

During this reporting period there were a total of 10 incidents reported and investigated. Two incidents were confirmed acts of HIB, 1 was an alleged act of HIB, 4 were fights, and 3 were assaults.

At Memorial Junior School there were 6 incidents of violence; 3 incidents involved students fighting, and 3 were assaults. There was 1 incident of violence (fight), reported at Salem Drive School.

There were a total of 3 investigations of Harassment, Intimidation, and Bullying conducted at Bee Meadow School. 2 of those investigations being determined to be violations of the Board Policy #5512 prohibiting Harassment, Intimidation, and Bullying. One of the HIBs was a threat made by a male student against three female students. The second HIB was a comment about a student's weight. The discipline imposed included verbal reprimands, and in-school detentions. Remedial measures for the students included counseling, and a reinforcement of appropriate behaviors through the use of character education reflection forms.

It should be noted that while only 2 of the 3 HIB investigations were determined to be violations of the Board's policy preventing harassment, intimidation, and bullying, all 3 incidents were considered violations of the student code of conduct and resulted in various disciplinary and remedial consequences for the students involved in these incidents.

There were no HIB investigations at Memorial Junior School, Mountview Road and Salem Drive schools during this period.

The school district continues to actively train staff, investigate alleged incidents, and provide ongoing embedded programs to educate students, faculty, staff, and parents about the six pillars of character including caring, responsibility, trustworthiness, citizenship, fairness, and respect which form the basis of our anti-bullying and character education programs.
All district employees underwent training associated with identifying and addressing incidents of HIB utilizing the Safe Schools online training modules.

The school district will continue to provide educational programs for faculty, staff, students, and parents to promote a safe, nurturing, and supportive environment in which staff and students can work and learn. Character education lessons continue to be conducted as part of our guidance program on bully prevention and many other teacher-directed activities and lessons take place in our classrooms on a daily basis in support of our anti-bullying initiatives. And for the last two years I am happy to say that there has been a number of professional development activities that have focused on the “mindfulness” and social and emotional well-being of not only our students but are staff as well.

Last week, on Wednesday, Mr. Wasserman and I, along with several members of the Hanover Rotary (Mark Lebowitz, Rocco Siino, Carol Palk, Kim Deckert, Nancy Leone, and Chris Lisewski) visited each of our elementary schools to present all of our third grade students with dictionaries. During our informal presentation, the students learned about Rotary and its role in our community, various service learning activities, the Rotary “Four-Way Test,” and of course, we provided the students with a brief overview of how to navigate and use their new dictionaries. Over 150 dictionaries were distributed to all third grade students, their teachers, and our school librarian’s. I would like to thank my fellow Rotarians for taking time out of their busy schedules to participate in this in wonderful activity for our schools.

And speaking of community service, I would to thank and recognize Lauren Mead, Coordinator of our HTSACC Program, who informed me late this afternoon that Verizon FIOS is planning to do a feature “Holiday” story on our HTSACC Early Birds “Color a Smile” Program. For many years the students who attend and/or have attended the Early Birds Program at Salem Drive School have participated in this community service program where the students color pictures and deliver them to residents of nursing homes throughout Morris County during the Holiday Season…..again, congratulation to Lauren Mead and the HTSACC Staff for being recognized for this outstanding community service program. Congratulations Lauren.

I would also like to that Mr. Aull, and the members of our buildings and grounds department, as well as our district custodial staff for the great job they did with snow and ice removal on November 15th and 16th. Our schools were ready to open in a timely manner as a result of their efforts. Once again, thank you for a job well done.

And finally, just a reminder to all of our parents and staff, A notification message was sent out to all district parents and staff via SwiftK12 and our District Mobile Communications App at 3:30 this afternoon: ELEMENTARY (K-5) Parent/Teacher Conferences originally scheduled for November 15th, have been rescheduled for Thursday, November 29th. All elementary schools (BMS, MTV, SDS), will have an early dismissal, 12:45 PM. Memorial Junior School will have a full day and dismiss at their regularly scheduled time, 2:40 PM.

That concludes my report. And I would just like to wish everyone a Happy Thanksgiving.”
V. DIRECTOR OF CURRICULUM, INSTRUCTION & PROFESSIONAL DEVELOPMENT'S REPORT –

Mr. Wasserman said, "Congratulations Mrs. Tognetti, Dr. Petty and Mrs. Shannon on being elected to the Board. November has been a rewarding month. A few highlights included a visit from the Morris County Superintendent of Schools, Dr. Angelica Allen-McMillan to the Mountview Road School. Ms. Bellino and her staff welcomed Dr. Allen-McMillan into the Mountview Road family where she had the opportunity to visit our fourth grade students who were engaging in STEM experiments with Bayer Scientists as part of our Bayer Making Science Make Sense Program. Ms. Bellino did an outstanding job hosting the County Superintendent whose positive feedback echoed the wonderful things our students are experiencing each and every day.

Additionally, the MJS Music Department under the leadership of Mr. Justin Toomey and direction of Mrs. Masi, Mrs. Currie and Mr. Uy performed with the Whippany Park High School Marching Band at the annual Pride and Passion Concert held at Whippany Park High School. The partnership between Whippany Park and Memorial Junior School is a credit to our teachers and Mr. Toomey who continue to make positive connections with the community. Hanover Township receives many accolades from our neighboring communities about the size and quality of our music program. The performing arts program continues to be a strength within our curriculum and we thank our Music Department for their continued successes.

Lastly, on tonight’s agenda there is a motion to approve the Fountas and Pinnell Benchmark Assessment One System for our elementary students. The system is on display for public review. A successful pilot of the materials has led to the motion for approval and subsequent implementation of this benchmark reading diagnostic. Our teachers will continue to receive professional development and be provided with the resources supporting the use of this important tool with the target of full implementation to take place in September of 2019.

I wish everyone a Happy Thanksgiving Holiday and that concludes my report for this evening."

VI. COMMITTEE REPORTS

Personnel Committee – Mr. Breen said the Committee met this evening. Currently, the District is fully staffed with certificated staff and is in the process of recruiting for some support staff positions.

Curriculum & Instruction Committee – Ms. McCauley said the Committee met this evening and discussed RTI and leveled literacy intervention which targets struggling students needing basic skills. The Committee also discussed upcoming staff development for Fountas & Pinell and cyber-bullying training for anti-bullying specialists.

Finance/Transportation/Physical Plant Committee – Mr. Yannotta said the Committee met this evening and discussed the facilities survey, the delay in the issuance of the audit due to numbers needed from the State, FEMA funding the District may receive for the March 2018
storm and the transition to the new health benefits plan which is going smoothly and staff are receiving their cards in the mail.

**Public Relations Committee** – Dr. Petty said the Committee met this evening and reviewed the newest *Excellence In Our Schools* newsletter, the upcoming Viking Vocals performance on 12/14 at the Hulu Theatre, the MJS flute ensemble which will be performing at the December Board meeting and the Opioid Epidemic presentation on 12/5 at Whippany Park High School sponsored by the Hanover Township Substance Awareness Council.

**Travel/Delegate Report** – Mr. Azzarello gave reports on his attendance at the MCSBA 11/7 meeting in Mountain Lakes and the NJSBA Delegate Assembly on 11/17 in West Windsor.

**VII. PUBLIC COMMENTS – (Agenda Items Only) – None**

**VIII. BOARD ACTIONS**

**A. PERSONNEL**

**Upon recommendation of the Superintendent, move to:**

1. Accept, with regret, the resignation of Nancy Colavito, Special Education Aide, Bee Meadow School, effective 11/21/18, for personal reasons.

   **Motion:** Mr. Breen  
   **Second:** Mr. Azzarello  
   **Roll Call:** 9 yes, 0 no

2. Accept, with regret, the resignation of Stephanie Sackerman, Language Arts Teacher, Memorial Junior School, effective 2/1/19, for personal reasons.

   **Motion:** Mr. Breen  
   **Second:** Mr. Azzarello  
   **Roll Call:** 9 yes, 0 no

3. Approve a medical leave of absence (maternity) for Shana Tracy, PACT/Reading Teacher, Memorial Junior School, effective 3/11/19 through 6/30/19, with and without pay (depending on availability of accrued sick and personal days), consistent with the terms of the Family Medical Leave Act, NJFLA and in accordance with the Agreement between the Board and the HTEA.

   **Motion:** Mr. Breen  
   **Second:** Mr. Azzarello  
   **Roll Call:** 9 yes, 0 no

4. Authorize the following graduate course tuition reimbursement applications for the 2018-2019 school year, in accordance with the Agreement between the Board and the HTEA.

   **| Teacher               | Credits |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Rothman</td>
<td>6</td>
</tr>
</tbody>
</table>

   **Motion:** Mr. Breen  
   **Second:** Mr. Azzarello  
   **Roll Call:** 9 yes, 0 no
5. Approve Alli Kagan, a Rowan University student, to conduct a one-day visit at Memorial Junior School to complete an ELL Language Analysis.

Motion: Mr. Breen          Second: Mr. Azzarello          Roll Call: 9 yes, 0 no

6. Approve the following personnel for temporary/provisional positions in the Hanover Township School Age Child Care Program, effective 11/26/18 to 6/30/19. Continued employment will be subject to approval by the New Jersey Department of Education, and the results of a criminal history check as required by applicable law. Final staff appointments will be pending ratio needs based on enrollment of children in the program. Staff will be paid an hourly rate based on hours worked.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours/week</th>
<th>Step</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hayduk, Heather</td>
<td>Program Assistant Sub</td>
<td>as needed</td>
<td>2</td>
<td>$11.75</td>
</tr>
</tbody>
</table>

Motion: Mr. Breen          Second: Mr. Azzarello          Roll Call: 9 yes, 0 no

7. Acknowledge the student suspensions as reported by the school principals for the month of October 2018, Attachment “A”.

Motion: Mr. Breen          Second: Mr. Azzarello          Roll Call: 9 yes, 0 no

8. Acknowledge that there were no incidents of Harassment, Intimidation and Bullying for the period ending November 16, 2018.

Motion: Mr. Breen          Second: Mr. Azzarello          Roll Call: 9 yes, 0 no

9. Accept the "Annual Report of Violence, Vandalism, and Harassment, Intimidation, and Bullying" for 2017-2018 (Period 2: January 1, 2018 to June 30, 2018) and approve its submission to the State Department of Education.

Motion: Mr. Breen          Second: Mr. Azzarello          Roll Call: 9 yes, 0 no

10. Approve the Student Safety Data System (SSDS) Incident Report Forms for the 2018-2019 school year, as per Attachment “B”.

Motion: Mr. Breen          Second: Mr. Azzarello          Roll Call: 9 yes, 0 no

11. Approve the 2018-2019 extra-compensation hours for Club Advisor(s) at Salem Drive School, with payments in accordance with the Agreement between the Board and the HTEA, as outlined below.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Club</th>
<th>Total Hours</th>
</tr>
</thead>
</table>

Page - 6
<table>
<thead>
<tr>
<th>Name</th>
<th>Club/Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Lamond</td>
<td>Fall Newspaper</td>
<td>4</td>
</tr>
<tr>
<td>Melissa Myron</td>
<td>Seasonal Arts &amp; Crafts</td>
<td>6</td>
</tr>
<tr>
<td>Ashley Hock</td>
<td>Seasonal Arts &amp; Crafts</td>
<td>6</td>
</tr>
<tr>
<td>Jessica Venner</td>
<td>Harry Potter Witchcraft &amp; Wizardry</td>
<td>8</td>
</tr>
<tr>
<td>Sean Peterson</td>
<td>Harry Potter Witchcraft &amp; Wizardry</td>
<td>8</td>
</tr>
<tr>
<td>Nancy Lamond</td>
<td>StoryTime Fun</td>
<td>5</td>
</tr>
<tr>
<td>Rosemary Pierone</td>
<td>StoryTime Fun</td>
<td>5</td>
</tr>
<tr>
<td>Diane Brozyna</td>
<td>The Science of Water</td>
<td>7</td>
</tr>
<tr>
<td>Stephanie Serido</td>
<td>The Science of Water</td>
<td>7</td>
</tr>
<tr>
<td>Nancy Lamond</td>
<td>Winter Newspaper</td>
<td>4</td>
</tr>
<tr>
<td>Melissa Myron</td>
<td>Puzzle Party</td>
<td>6</td>
</tr>
<tr>
<td>Ashley Hock</td>
<td>Puzzle Party</td>
<td>6</td>
</tr>
<tr>
<td>Christine Carey</td>
<td>Lego Building Challenge Club</td>
<td>6</td>
</tr>
<tr>
<td>Rosemary Pierone</td>
<td>Lego Building Challenge Club</td>
<td>6</td>
</tr>
<tr>
<td>Rosemary Cataliotti</td>
<td>Chess Club</td>
<td>7</td>
</tr>
<tr>
<td>Nicole Gavin</td>
<td>Mindfulness &amp; Movement</td>
<td>7</td>
</tr>
<tr>
<td>Stephanie Serido</td>
<td>Mindfulness &amp; Movement</td>
<td>7</td>
</tr>
<tr>
<td>Janis Borbas</td>
<td>Clay Club</td>
<td>7</td>
</tr>
<tr>
<td>Rosemary Pierone</td>
<td>Clay Club</td>
<td>7</td>
</tr>
<tr>
<td>Nancy Lamond</td>
<td>Spring Newspaper</td>
<td>4</td>
</tr>
<tr>
<td>Melissa Myron</td>
<td>Field Hockey</td>
<td>6</td>
</tr>
<tr>
<td>Ashley Hock</td>
<td>Field Hockey</td>
<td>6</td>
</tr>
<tr>
<td>Christine Carey</td>
<td>Get Out and Garden Club</td>
<td>6</td>
</tr>
<tr>
<td>Rosanna Mead</td>
<td>Get Out and Garden Club</td>
<td>6</td>
</tr>
</tbody>
</table>

**Motion:** Mr. Breen  
**Second:** Mr. Azzarello  
**Roll Call:** 9 yes, 0 no

12. Approve a medical leave of absence (maternity) for Jacqueline Begyn, Math Teacher, Memorial Junior School, effective 3/11/19 through 6/30/19, with and without pay (depending on availability of accrued sick and personal days), consistent with the terms of the Family Medical Leave Act, NJFLA and in accordance with the Agreement between the Board and the HTEA.

**Motion:** Mr. Breen  
**Second:** Mr. Azzarello  
**Roll Call:** 9 yes, 0 no

13. Authorize the following graduate course tuition reimbursement applications for the 2018-2019 school year, in accordance with the Agreement between the Board and the HTEA.

Page - 7
Teacher: Nicole Gavin  Credits: 9

Motion: Mr. Breen  Second: Mr. Azzarello  Roll Call: 9 yes, 0 no

14. Approve the following 2018-2019 student teaching assignment(s):

<table>
<thead>
<tr>
<th>Student/College</th>
<th>Purpose</th>
<th>Co-op Teacher</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samantha Munno/ Passaic County Community College</td>
<td>Classroom Observation</td>
<td>J. Sainato/</td>
<td>Fall 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BMS</td>
<td>(20 hours)</td>
</tr>
</tbody>
</table>

Motion: Mr. Breen  Second: Mr. Azzarello  Roll Call: 9 yes, 0 no

B. CURRICULUM & INSTRUCTION

Upon recommendation of the Superintendent, move to:

Motion: Ms. McCauley  Second: Mrs. Mattia  Roll Call: 9 yes, 0 no

1. Acknowledge the following fire drills, as reported by the school principals, for the month of October 2018:

<table>
<thead>
<tr>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bee Meadow School</td>
<td>10/12/18</td>
</tr>
<tr>
<td>Mountview Road School</td>
<td>10/12/18</td>
</tr>
<tr>
<td>Salem Drive School</td>
<td>10/10/18</td>
</tr>
<tr>
<td>Memorial Junior School</td>
<td>10/23/18</td>
</tr>
</tbody>
</table>

Motion: Ms. McCauley  Second: Mrs. Mattia  Roll Call: 9 yes, 0 no

2. Acknowledge the following crisis management drills, as reported by the school principals, for the month of October 2018:

<table>
<thead>
<tr>
<th>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bee Meadow School</td>
<td>10/26/18</td>
</tr>
<tr>
<td>Mountview Road School</td>
<td>10/18/18</td>
</tr>
<tr>
<td>Salem Drive School</td>
<td>10/19/18</td>
</tr>
<tr>
<td>Memorial Junior School</td>
<td>10/19/18</td>
</tr>
</tbody>
</table>

Motion: Ms. McCauley  Second: Mrs. Mattia  Roll Call: 9 yes, 0 no

3. Approve the following instructional material:

Fountas and Pinnell Benchmark Assessments System One – K-5

Motion: Ms. McCauley  Second: Mrs. Mattia  Roll Call: 9 yes, 0 no

FINANCE, TRANSPORTATION, PHYSICAL PLANT

I. FINANCE
Upon recommendation of the Business Administrator/Board Secretary, move to:

1. Accept the certification of the Business Administrator/Board Secretary that as of 10/31/18, pursuant to N.J.A.C. 6A:23-2.11(c)3, no budgetary line item has been over expended in violation of N.J.A.C. 6A:23-2.11(a).

   **Motion:** Mr. Yannotta       **Second:** Mr. Breen   **Roll Call:** 9 yes, 0 no

2. Accept the reports of the Secretary A-148 and the treasurer's report A-149, for the month ended 10/31/18.

   **Motion:** Mr. Yannotta       **Second:** Mr. Breen   **Roll Call:** 9 yes, 0 no

3. Certify that as of 10/31/18, after reviewing the Business Administrator/Board Secretary's financial report, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b) and sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

   **Motion:** Mr. Yannotta       **Second:** Mr. Breen   **Roll Call:** 9 yes, 0 no

4. Approve line item transfers for the 2018-2019 Budget, Attachment “C”.

   **Motion:** Mr. Yannotta       **Second:** Mr. Breen   **Roll Call:** 9 yes, 0 no

5. Authorize the following payments:

<table>
<thead>
<tr>
<th>Bills List Dated</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll 10/30/18</td>
<td>$870,593.90</td>
</tr>
<tr>
<td>Payroll 11/15/18</td>
<td>$946,725.81</td>
</tr>
<tr>
<td>Bills &amp; Voids 10/31/18 to 11/20/18</td>
<td>$750,508.69</td>
</tr>
</tbody>
</table>

   **Motion:** Mr. Yannotta       **Second:** Mr. Breen   **Roll Call:** 9 yes, 0 no

6. Approve the attendance of staff members and board members at workshops and travel expenses that are in accordance with the allowable room rate and meal reimbursement rate as outlined in the NJ OMB Circular 602B and mileage at the state approved rate, as per Attachment(s) “D”, and “E”.

   **Motion:** Mr. Yannotta       **Second:** Mr. Breen   **Roll Call:** 9 yes, 0 no

7. Approve the attendance of staff members and board members at workshops and travel expenses that are in accordance with the allowable room rate and meal reimbursement rate as outlined in the NJ OMB Circular 602B and mileage at the state approved rate, as per Attachment(s) “F”, and “G”.

   **Motion:** Mr. Yannotta       **Second:** Mr. Breen   **Roll Call:** 9 yes, 0 no

II. TRANSPORTATION
Upon recommendation of the Business Administrator/Board Secretary, move to:

1. Acknowledge that Bus Evacuation Drills were performed on 10/10/18 for all grades in the Hanover Township School District.

Motion: Mr. Yannotta       Second: Mr. Breen       Roll Call: 9 yes, 0 no

III. PHYSICAL PLANT

Upon recommendation of the Business Administrator/Board Secretary, move to:

1. Authorize the disposal and advertisement for sale of the wrestling mat.

Motion: Mr. Yannotta       Second: Mr. Breen       Roll Call: 9 yes, 0 no

D. PUBLIC RELATIONS

No Items for Board Consideration

IX. PUBLIC COMMENTS – None

X. ITEMS FOR DISCUSSION – None

XI. ADJOURNMENT – 7:58 p.m.

Motion: Mrs. Winkler       Second: Mrs. Tognetti       Approved: Unanimous

Respectfully submitted,

Vanessa M. Wolsky
School Business Administrator/
Board Secretary