

MONTVILLE TOWNSHIP BOARD OF EDUCATION

REGULAR PUBLIC SESSION - MEETING MINUTES

November 15, 2016

Montville Township Municipal Building

A. President Kayne called the meeting to order at 7:00 p.m.

CLOSED SESSION

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.

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education adjourns to closed session to discuss (select one or more):

- 1) *Superintendent’s Harassment, Intimidation and Bullying (“HIB”) update/recent matters and investigations, if any; and*
- 2) *Personnel Matter; and*
- 3) *Update on recent Board & Township Property Use Issue; and*
- 4) *Zurich Insurance Matter; and*
- 5) *JCP&L Lazar Power Lines Improvement Project; and*
- 6) *Sensitive Website Related Issue; and*
- 7) *Classified Student Matter; and*

BE IT FURTHER RESOLVED, that the Montville Township Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and

BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

B. RECONVENED

Motion by Member O’Brien, second by Member Morella, to reenter from executive session at 7:50 p.m. The motion was approved by unanimous vote.

President Kayne reconvened the meeting to order at 7:51 p.m.

BOE ROLL CALL:

	<u>Present</u>	<u>Absent</u>
Dr. Cortellino	<u> X </u>	<u> </u>
Mr. Grau	<u> X </u>	<u> </u>
Mr. Johnson	<u> X </u>	<u> </u>
Dr. Kayne	<u> X </u>	<u> </u>
Dr. Modrak	<u> X </u>	<u> </u>
Mr. Morella	<u> X </u>	<u> </u>
Mrs. Novi	<u> X </u>	<u> </u>
Mr. O’Brien	<u> X </u>	<u> </u>
Mr. Palma	<u> X </u>	<u> </u>

Bayann Amer	<u> X </u>	_____
Jonathan Kraft	<u> X </u>	_____

OTHERS PRESENT:

René Rovtar (Superintendent), James T. Tevis (School Business Administrator/Board Secretary), Casey Shorter (Assistant Superintendent), Andrea Woodring (Assistant Superintendent for Curriculum & Instruction), and Steve Edelstein (Board Attorney).

C. PLEDGE OF ALLEGIANCE

Board members and all others present participated in the Pledge of Allegiance.

D. READING OF THE NEW JERSEY OPEN PUBLIC MEETING LAW STATEMENT

School Business Administrator Tevis read the New Jersey Open Public Meeting Law as follows:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the act, the Montville Township Board of Education approved this meeting date. Notice of the meeting has been posted at the Montville Municipal Building, all Montville public schools, the Montville Public Library, the Montville Township Board of Education Administrative Office Building, the Montville Public School Website, and advertised in the DAILY RECORD.

E. HIGH SCHOOL STUDENT REPRESENTATIVES REPORT

The student representatives reported on the following items:

- Winter Sports Begin November 21, 2016
- Cross Country Team Update
- Girls’ Tennis Team Update
- Football Team Update
- Boys’ Soccer Team Update
- Girls’ Soccer Team Update
- Field Hockey Team Update
- Forensics Team Update
- Annual Thanksgiving Food Drive
- Drama Club’s Fall Play, Peter Pan and Wendy – November 16th and November 17th
- Seniors, Alex Kim, Michael Tsai, Sean Taltavall, Martin Trogani, Peter Ho, Zach Feldman, and David Champion were inducted into the National Honors Society.

F. SUPERINTENDENT’S REPORT

The superintendent reported on the following items:

Remarks

- The superintendent read a letter from Governor Christie congratulating Cedar Hill Elementary on being named a 2016 National Blue Ribbon School by the U.S. Department of Education.
- The superintendent reported that she attended two days of awards and ceremonies in Washington D.C. recognizing the Cedar Hill Elementary School as a 2016 National Blue Ribbon School.

Presentations

- Recognition of Cedar Hill School as a 2016 National Blue Ribbon School – Dr. Michael Raj
 - Building principal, Dr. Michael Raj, introduced some of the key staff at the Cedar Hill Elementary School that made this recognition possible. He noted that the genesis of this award stemmed entirely from statistics maintained by the federal government on school performance. The Federal Government through the State then encouraged Cedar Hill School to apply for blue ribbon status. Dr. Raj then briefed the Board on the application, nomination and award procedures that comprised this National Blue Ribbon School recognition.
 - Member Cortellino expressed that the teachers are the critical element to the school's successes but Dr. Raj's leadership facilitates and encourages the work, allowing the successes to occur.

Good News and Progress in our Schools

- Valley View - Students in Ms. Katz, Mrs. Matarazzo, and Mrs. Slattery's second grade classes created Pumpkin Projects based on book characters. The students chose a character from a book and designed a pumpkin to look like the character. They also wrote a book report using their knowledge of story elements. The pumpkins came out fantastic and are on display in our Media Center for the whole school to enjoy!
- Valley View - The third graders at Valley View are learning how to make inferences when reading. They used silent films, pictures and text to become inferencing masters. Stop by the third grade classrooms to take a look at their hard work! Mrs. Otte, Mrs. Faranda, Mrs. Sullivan, Miss Falk & Mr. Larkin.
- Valley View - Last week Valley View School held their Student Council elections. The candidates made creative posters and wrote amazing speeches for their campaign. On October 28th, the 4th and 5th grade candidates presented their speeches to the student body. We are happy to announce that we have an executive board and our Student Council is off and running!
- Valley View - Congratulations to John Larkin, 4 time NYC Marathon Runner, and Sandy Faranda, 1 time NYC Marathon Runner, and our generous students and families who accepted Valley View’s annual *26.2 Miles for 26 Days of Giving Challenge* to benefit the Morris County Interfaith Food Pantry. “Tons” or at least an SUV-full of non-perishable food items were picked up on Monday, November 7 by Mr. Ken of the Interfaith Food Pantry. Thank you to all for thinking of others during this month of Thanksgiving!
- Cedar Hill - Celebrated Veteran's Day with its annual Veteran's program. Over 50 Veterans' attended with their families. The Veterans gave presentations to the students and attended a luncheon & patriotic assembly program.
- William Mason - Since 1992, The Homeless Bus heads into NYC every Saturday night to

provide immediate needs to the homeless. On Thursday, November 3rd, William Mason Elementary School held a staff dress down day to support the Homeless Bus. The money we raised was used to purchase \$5 gift cards for McDonald's. These gift cards will be included in holiday canisters that will be distributed to the homeless in December.

- William Mason - The three 5th grade classes at William Mason have been learning about the Presidential election over the last week. Students have learned about the two main candidate's careers and backgrounds. They have also taken a look at where each candidate stands on major political issues such as the Economy, Immigration and National Security to name a few. The students have been keeping track of the issues they feel are most important to the well-being of the United States in order to determine which presidential candidate to vote for. Additionally, the students have learned about the process of the Presidential election including what the Electoral College is and how the President is elected. The 5th graders have each completed their own Voter Registration card that they will use to vote in a 5th grade election on Tuesday, November 8. Each student will visit the election booth to vote for either Hillary Clinton or Donald Trump.
- William Mason - Mr. Wheeler and Mrs. Barberio's 3rd grade class wrote letters to our troops in honor of Veterans Day. They will be sent overseas with packages donated by another local organization.
- Lazar - The students and staff celebrated Halloween on October 31 with many colorful and original costumes on display. Movement classes performed a dance routine to "Thriller" that was enjoyed by other gym classes, as well as staff.
- Lazar - The male staff members are celebrating "Movember" during the month of November by growing mustaches. They are hoping to raise funds to support the Men's Health initiative.

BUSINESS ADMINISTRATOR'S REPORT

The business administrator reported on the following item:

- 2015-2016 Financial Audit Presentation, Robert Haag, Lerch, Vinci & Higgins, LLP

The business administrator introduced Robert Haag from the board's auditing firm, Lerch, Vinci & Higgins. Mr. Haag gave a brief summary of the financial position of the district outlined in the CAFR and noted that an unmodified audit opinion has been rendered. He reviewed the budgeted fund balance positions of the district as of June 30, 2016. He then reviewed 2 minor audit recommendations contained in the CAFR and entertained questions from the Board.

- ❖ The board president commented on the district's healthy financial report and minimal recommendations.
- ❖ The business administrator thanked the assistant to the business administrator, Mrs. Diane Maggiore and the business office staff, for their hard work this past year. He also thanked the Finance Committee and board as a whole for their continued support.
- ❖ The superintendent, the board president and Member Grau thanked the business administrator, the assistant to the business administrator, and the business office staff for a great audit. The auditor was also thanked for completing the audit early.
- ❖ The board president thanked Member Grau for his diligence as the chair of the Finance and Facilities Committee in helping the district maintain a good financial position. Member Grau then acknowledged the board president's comments.

G. COMMITTEE REPORTS

G.1 Finance and Facilities

No report.

G.2 Curriculum and Instruction

No report.

G.3 Policy and Personnel

No report.

G.4 Communications

No report.

G.5 Safety & Security

No report.

G.6 Ad-Hoc

No report.

G.7 Delegate Liaisons

The following delegate liaison meetings were reported on:

- **MCSBA**
 - Member O'Brien noted that a meeting was held on November 9, 2016 on School Security and commented that it was an informative and worthwhile workshop.
 - Member Cortellino reported on the following topics discussed at the MCSBA meeting:
 - ❖ STEM PALS Presentation - Lazar Teacher, Marisa Castronova and Riverdale teacher, Jess Shackil, presented on their cross project, which engages students in science learning.
 - ❖ ALICE (Alert Lockdown Inform Counter Evacuate)
 - ❖ PILOT (Payment In Lieu Of Taxes) – Discussion is scheduled for the March meeting.
 - ❖ Board Docs – Discussion/Presentation is planned for the April meeting.
- **DAC – Michael Palma**
 - Member Palma reported on the ongoing theme of the meeting, which includes the desire to have more programs in our schools and the number of facilities available.
- **Mustang Association – Michael O'Brien**
 - Member O'Brien noted that he sent an email to the board upon request from the association regarding student athletic gate receipts.

G.8 PTC Liaisons

The following PTC liaison meeting was reported on:

- **High School** – Michael O’Brien
 - Member O’Brien noted that a meeting is scheduled for November 17, 2016 at 6:30 p.m.
- **Cedar Hill** – Karen Cortellino
 - Member Cortellino noted her attendance at the Cedar Hill Veterans Day Celebration.

G.9 Reserved – Negotiations – (No Action)

G.10 Additional Reports

- Member Johnson noted that a Branding “BrainTrust” Committee meeting was held on November 2, 2016. He then noted that the next meeting will be held on January 10, 2017 at 7:00 p.m. at Montville Township High School.
- Member Cortellino noted her attendance at the High School’s National Honor Society.
- Member Cortellino congratulated Vice President Novi, Member Morella and Member O’Brien on their successful re-election.
- Member Palma commented on the layout of this year’s voting ballot.
- The board president congratulated Vice President Novi, Member Morella and Member O’Brien on their re-election, and noted that he is glad they will continue their service as a board member.

H. PUBLIC PARTICIPATION

No members of the public wished to be recognized at this time.

The superintendent noted that a revision has been made to L.2.2 on this evening’s agenda.

Motion by Member Grau, second by Member O’Brien to accept the recommendation of the superintendent and adopt items I-O and the Revised Resolution:

I. MINUTES

RESOLVED, that the Montville Township Board of Education approve the minutes of the following meetings as submitted:

- November 1, 2016 Executive Session, Regular Meeting
- November 1, 2016 Public Session, Regular Meeting

J. ADMINISTRATIVE

J.1 Gifts, Grants and Donations

RESOLVED, that the Montville Township Board of Education accept the following gifts, grants and donations in accordance with Policy 7230:

Code	Donor	Recipient	Purpose	Amount
1	Mr. Larry Kornreich, Montville Township Environmental Commission	MTHS	Senior Awards Scholarship	\$405.00

J.2 Harassment, Intimidation and Bullying Report

WHEREAS, the Montville Township Board of Education has received the Harassment, Intimidation, and Bullying Report of the Superintendent on November 10, 2016, and

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education does hereby affirm the Superintendent’s recommendation on Harassment, Intimidation and Bullying regarding the HIB report dated October 29, 2016 to November 10, 2016.

J.3 Adoption of Revised School Calendar for 2017-2018 School Year

RESOLVED, that the Montville Township Board of Education approve a revised 2017-2018 School Calendar. The following changes will be made: October 9, 2017 will be an inservice day without students in attendance; February 19, 2018 (Presidents Day) will be a school holiday; and the number of snow days included in the calendar will be reduced from 6 to 5. **(Document J.3).**

K. FACILITIES & FINANCE

Mr. Grau – Chair, Dr. Cortellino, Mrs. Novi, Dr. Kayne

K.1 Payment of Bills

RESOLVED, that the Montville Township Board of Education approve the payment of the following bills for the period of October 19, 2016 – November 15, 2016 that shall be made a part of this record **(Document K.1).**

General Fund (10)	In the amount of \$	2,431,966.22
Special Revenue Fund (20)	In the amount of \$	64,060.30
Capital Projects Fund (30)	In the amount of \$	-
Debt Service Fund (40)	In the amount of \$	-
Food Service Fund (60)	In the amount of \$	89,369.37
MEDLC Fund (61)	In the amount of \$	6,540.24
SUB – TOTAL:	\$	2,591,936.13
Payroll – October	In the amount of \$	4,534,041.34
TOTAL	\$	7,125,977.47

K.2 Transfer of Funds – October, 2016

RESOLVED, that the Montville Township Board of Education ratifies budget transfers for the period ending **October, 2016** as listed on **(Document K.2).**

K.3 Financial Reports – October, 2016

WHEREAS, the Montville Township Board of Education has received the **Report of the Board Secretary** and the **Treasurer’s Report** for the month of **October, 2016 (Documents K.3.a and K.3.b respectively)**, and

WHEREAS, the reports of the board secretary and treasurer are in agreement; and

WHEREAS, in compliance with N.J.S.A. 18A:17-9 and 18A:17-36 the secretary has certified that, as of the date of the report, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education except as noted, and that transfers have been submitted for approval of the Board at subsequent meetings.

NOW, THEREFORE, BE IT RESOLVED, that in compliance with N.J.S.A. 18A:17-9 and 18A:17-36, the board of education approves the monthly financial reports of the board secretary and treasurer and certifies that, after review of the monthly financial reports of the board secretary and treasurer, and upon consultation with the appropriate district officials, to best of its knowledge, no major account or fund has been over expended in violation of N.J.S.A. 18A:17-9 and 18A:17-36, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year; and

BE IT FURTHER RESOLVED, that pursuant to P.L. 2004 Ch. 73 (S-1701), the board certifies that after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the commissioner of education; and

BE IT FURTHER RESOLVED that a copy of the reports (**Documents K.3.a and K.3.b**) shall become a part of the minutes of this meeting.

K.4 Use of Facility Requests

WHEREAS, the group(s)/organization(s) listed on (**Document K.4**), have requested the use of school facilities; and

WHEREAS, these requests comply with policy #7510, “Use of School Facilities” unless a waiver is so indicated:

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education approves the listed group(s)/organization(s) to rent/use the requested facilities; and

BE IT FURTHER RESOLVED, that the school business administrator is hereby authorized to issue permits for these requests but that the board continues to reserve the right to withdraw approval or permission at any time.

K.5 Reserved - Contracted Services Approval – School/Instruction Functions – (No Action)

K.6 School Budget Development Calendar: 2017-2018

RESOLVED, that the Montville Township Board of Education approves in draft form only, the attached Proposed Budget Calendar (**Document K.6**), for use as a guide in identifying and meeting select milestones during the 2017-2018 school budget development process.

K.7 Contracted Services Agreement – ProQuest LLC (Software and Licensing): 2016-2017

RESOLVED, that the Montville Township Board of Education approves a renewal with ProQuest LLC of Ann Arbor, MI for the period December 1, 2016 through November 30, 2017, to provide eLibrary K12, Literature Online Complete Collection, and ProQuest Science Journals licenses, at the total of cost of \$5,630.00.

BE IT FURTHER RESOLVED, that the School Business Administrator is authorized to execute the Agreement on behalf of the Board.

K.8 CAFR Acceptance and Corrective Action Plan Approval: 2015-2016

WHEREAS, the board of education has engaged the firm of Lerch, Vinci and Higgins, of Fair Lawn, New Jersey, to audit the district’s Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2016 and prepare the Auditor’s Management Report on Administrative Findings – Fiscal, Compliance and Performance, for the fiscal year ended June 30, 2016 in compliance with N.J.S.A. 18A:23-1 et seq.; and

WHEREAS, this audit has been completed and the CAFR filed with the State Department of Education and submitted to the Montville Township Board of Education along with a synopsis of the audit report and recommendations, which synopsis and recommendations are available for public review; and

WHEREAS, the auditor has conducted exit conferences with the administration and publicly for the full board and the public at the meeting held on October 18, 2016.

THEREFORE BE IT RESOLVED, that the Montville Township Board of Education accept the Comprehensive Annual Financial Report (CAFR) and the Auditor’s Management Report on Administrative Findings – Fiscal, Compliance and Performance report for the period ended June 30, 2016, notes the recommendations, and approves the Corrective Action Plan submitted by the school business administrator/board secretary as indicated on **(Document K.8)**.

L. PERSONNEL

Mr. Morella – Chair, Mr. Palma, Mr. Johnson, Dr. Cortellino

RESOLVED, that the Montville Township Board of Education approve the following personnel items: (NOTE: Approval of this resolution authorizes the superintendent to submit to the county superintendent applications for emergent hiring and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. Seq., or N.J.S.A. 18A:6-4.13 et. Seq. for those employees listed below. All appointments are contingent upon receipt of proper teaching certification, and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts.)

L.1 Leave of Absence

RESOLVED, that the Montville Township Board of Education approve the following:

Code	Name	Reason	Position	Loc.	Leave Start Date	Sick Days	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion

1	Faria, Guida	Maternity Leave	Physics Teacher	MTHS	01/17/2017	37	03/14/2017 @ .50 FTE	03/14/2017 @ .50 FTE	N/A	05/01/2017	Includes the use of 2 personal days Dates subject to change based on delivery
2	Sanzari, Danielle	Amend Maternity Leave	Math Teacher	Lazar	11/23/2015	45	02/09/2016	02/09/2016	05/09/2016	09/01/2017	Supersedes action on 07/19/2016 addendum: L.1.1

L.2 Resignations, Retirements, Terminations

RESOLVED, that the Montville Township Board of Education accepts the following:

Code	Name	Action	Position	Loc.	Date Eff.	Discussion
1	Monetti, Michele	Resignation	Paraprofessional	Valley View	11/11/2016	Post Approve
2	Hinz, Jaclynn	Resignation	Assistant Coach/ Softball	MTHS	11/01/2016	Post Approve
3	Porter, Cassie	New Hire Resignation	Long Term Substitute School Psychologist	MTHS	11/16/2016	

L.3 Appointments, Transfers (*denotes mentoring required)

RESOLVED, that the Montville Township Board of Education approve the following:

Code	Name	Action	Position	Deg /Step	Salary	Loc.	Date Effective	Date Term.	Discussion
1	Ferrante, Rachel	Approve	Paraprofessional	N/A	\$21.50 hourly	Lazar	11/01/2016	06/30/2017	Post Approve New unbudgeted based on student needs Not to exceed 32.5 hours weekly
2	Schounnot, Kacy	Amend	Replacement Teacher Math	N/A	\$52,064.00	Lazar	09/01/2016	06/30/2017	Supersedes action on 07/19/2016 addendum; L.3.76 Replaces DS
3	Queen, James	Approve	1/6 Salary Adjustment	MA/16	\$13,805.33 prorated @ \$2,623.05	MTHS	01/17/2017	03/10/2017	Replaces GF
4	Polgar, David	Approve	1/6 Salary Adjustment	MA/14	\$12461.16 prorated @ \$2,367.66	MTHS	01/17/2017	03/10/2017	Replaces GF
5	Rupff, Evan	Approve	Long Term Substitute Science	N/A	\$200.00 per diem	MTHS	01/17/2017	04/28/2017	Replaces GF
6	Testa, Matthew	Amend	Long Term Substitute Phys Ed	N/A	\$260.32 per diem	Lazar	01/03/2017	05/02/2017	Replaces CM
7	Blake, Elizabeth	Approve	Long Term Substitute Special Education	N/A	\$260.32 per diem	Valley View	11/14/2016	11/23/2016	Replaces SS
8	Shapiro, Amanda	Approve	Long Term Substitute Special Education	N/A	\$260.32 per diem	Valley View	12/01/2016	04/26/2017	Replaces AS
9	Maggi, Kathleen	Approve	CPR Training	N/A	\$125.00 per class	District	11/16/2016	06/30/2017	Not to exceed 6 classes

Code	Name	Action	Position	Deg /Step	Salary	Loc.	Date Effective	Date Term.	Discussion
10	Boschetti, Samantha	Approve	CPR Training	N/A	\$125.00 per class	District	11/16/2016	06/30/2017	Not to exceed 6 classes
11	Rashid, Farah	Approve	MEDLC Aide	N/A	\$10.50 hourly	Hilldale	11/16/2016	06/30/2017	

L.4 Adjustments, Stipends, Degree Changes

RESOLVED, that the Montville Township Board of Education approve the following:

Code	Name	Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Term.	Discussion
1	Praml, Heather	Approve	Knitting Club Co-Advisor	N/A	\$360.00	Cedar Hill	09/01/2016	06/30/2017	Post Approve New unbudgeted club
2	D' Angelo, Jessica	Approve	Knitting Club Co-Advisor	N/A	\$360.00	Cedar Hill	09/01/2016	06/30/2017	Post Approve New unbudgeted club
3	Accardi, Lisa	Approve	Knitting Club Co-Advisor	N/A	\$360.00	Cedar Hill	09/01/2016	06/30/2017	Post Approve New unbudgeted club
4	Conrad, Paul	Approve	Piano Accompanist School Concert	N/A	\$250.00	MTHS	12/08/2016	12/08/2016	Non MTEA
5	Hannan, Kelsey	Approve	Assistant Softball Coach	Cat2/ Step 4	\$7,733.00	MTHS	2017 Spring Season	2017 Spring Season	
	MacIver, Kenneth	Approve	Extra Curricular Aide	BA/4	\$37.54 hourly	MTHS	Fall/Winter 2016-2017 Sport Season	Fall/Winter 2016-2017 Sport Season	Post Approve
	Mairagas, Konstantine	Approve	Extra Curricular Aide	N/A	\$19.24 hourly	MTHS	2016 Fall Play	2016 Fall Play	Post Approve

L.5 Appointment of Substitutes

RESOLVED, that the Montville Township Board of Education approve the following Substitutes:

Code	Name	Action	Position	Deg /Step	Salary	Loc.	Date Effective	Date Term.	Discussion
1	Greulich, Lauren	Approve	Substitute Teacher	N/A	\$80.00 per diem	District	11/24/2016	06/30/2017	\$90.00 per diem after 10 cumulative days of work
2	Pizza, Kara	Approve	Substitute Teacher	N/A	\$80.00 per diem	District	11/15/2016	06/30/2017	\$90.00 per diem after 10 cumulative days of work.
3	Wolfer, Kimberly	Approve	Substitute Teacher	N/A	\$80.00 per diem	District	11/15/2016	06/30/2017	\$90.00 per diem after 10 cumulative days of work.
4	Prinzo, Heather	Approve	Substitute Teacher	N/A	\$80.00 Per diem	District	11/15/2016	06/30/2017	\$90.00 per diem after 10 cumulative days of work.
5	Knapp, Jennifer	Approve	Substitute Teacher	N/A	\$80.00 per diem	District	11/15/2016	06/30/2017	\$90.00 per diem after 10 cumulative days of work.
6	Prinzo, Joelle	Approve	Substitute Teacher	N/A	\$80.00 per diem	District	11/15/2016	06/30/2017	\$90.00 per diem after 10 cumulative days of work.

Code	Name	Action	Position	Deg /Step	Salary	Loc.	Date Effective	Date Term.	Discussion
7	Wolfe, Lacie	Approve	Substitute Teacher	N/A	\$80.00 per diem	Lazar	11/07/2016	11/08/2016	Post Approve
8	Leicht, Wendi	Approve	Substitute Teacher	N/A	\$80.00 per diem	District	11/15/2016	06/30/2017	\$90.00 per diem after 10 cumulative days of work.
9	Shapiro, Amanda	Approve	Substitute Teacher	N/A	\$80.00 per diem	District	11/14/2016	11/18/2016	Post Approve Transition for AS

L.6 Athletic Event Staff

RESOLVED, that the Montville Township Board of Education approve the addition of the following stipends during athletic events during the 2016 – 2017 school year:

Site Manager/State Tournaments \$100.00, Crowd Control /State Tournaments \$75.00

L.7 Mentoring Assignments

RESOLVED, that the Montville Township Board of Education post approve the payroll deduction and subsequent payment of teacher mentoring fees from the following provisional teachers to their respective mentors for the 2016 – 2017 school year:

Code	Provisional Teacher	Location	Mentor	Start Date	Fee
1	Schounnot, Kacy	Lazar	Ms. Catherine Flannery	09/01/2016	Adjust fee from 10/18/2016 L.9.14 to \$550.00

M. CURRICULUM / INSTRUCTION / TECHNOLOGY

Mr. Palma – Chair, Mr. O’Brien, Dr. Modrak, Mr. Grau

M.1 Professional Day Travel, pursuant to, or in excess of Policies #0147, 3440, 4440

RESOLVED, that the Montville Township Board of Education approve the following:

Code	Name	Action	Location	Estimated Cost	Destination	Date Effective	Date Term.	Funding
1	Rollins, Kristen	Approve	West Orange, NJ	\$249.00	Best New Books for Grades 6-12	01/13/2017	01/13/2017	Title IIA
2	Platinsky, Shari	Approve	West Orange, NJ	\$249.00	What’s New in Young Adult Literature	01/13/2017	01/13/2017	Title IIA
3	Vicente, Dorian	Approve	Morristown, NJ	\$8.99	Atlantic Health Schools Advisory Group Meeting	12/22/2016	12/22/2016	Title IIA Mileage
4	Malgeri, Stephanie	Approve	Trenton, NJ	\$54.92	NJ Board of Education Recognition Ceremony	12/07/2016	12/07/2016	Title IIA Mileage
5	Simon, Anne	Approve	Atlantic City, NJ	\$180.00	55 th NAFME Eastern Division Biennial In-Service Conference	04/05/2017	04/07/2017	Title IIA
6	Zajac, Kathy	Approve	Atlantic City, NJ	\$206.84	Eastern Division Conference of National Assoc. of Music Educators	04/06/2017	04/06/2017	Title IIA
7	Yanofsky, Alessandra	Approve	West Orange, NJ	\$249.00	What’s New in Young Adult Literature	01/13/2017	01/13/2017	Title IIA

M.2 Reserved - Contracted Special Services – (No Action)

M.3 Approval of Field Trips

RESOLVED, that the Montville Township Board of Education approve the following in accordance with Policy 2340:

Code	School: Grade/Club/Team (Advisor)	Destination	Transportation Funding	Admission Fee Funding	Accommodations Funding
1	Lazar – Grade 7 Chorus (Zajac)	Livingston Mall, Livingston, NJ	School Budget	N/A	N/A
2	Lazar – Grade 8 Chorus (Zajac)	Livingston Mall, Livingston, NJ	School Budget	N/A	N/A
3	MTHS - Grade 12 (Lawler)	Cloisters and St. John Divine, NY	Pupil	Pupil	N/A
4	MTHS - FBLA (Sheehan)	Harrah’s Convention Center, Atlantic City, NJ	School Budget	Student Activity	Pupil
5	Woodmont – Grade 4 (Janis)	Franklin Mineral Museum, Franklin, NJ	Pupil	HSA/PTA	N/A
6	MTHS – Grade 12/AP Gov. (Riotto)	Liberty Bell/Independence Hall, Philadelphia, PA	Pupil	Pupil	N/A

M.4 Uncompensated Placements (Student Teachers, Interns, Externs, Volunteers)

RESOLVED, that the Board of Education approve the following:

Code	Name	Action	Position	Location	Date Effective	Date Term.	Staff Supervisor	Discussion
1	Rideout, Hannah	Approve	Student Teacher	Woodmont	02/06/2017	05/01/2017	Ms. Nancy Brun	William Paterson University, Office of Field Experience
2	Lemos, Stephen	Approve	Student Teacher	Woodmont	01/23/2017	05/12/2017	Mr. Brian Quinn	Caldwell University, Office of Field Experience
3	Bauer, Christina	Approve	Student Teacher	William Mason	01/19/2017	05/04/2017	Ms. Gena Wallenburg	William Paterson University, Office of Field Experience

M.5 Reserved - Out-of District Placement – (No Action)

M.6 Adoption of Curriculum

RESOLVED, that the Montville Township Board of Education approve the following curricula:

Code	Name	Action	Date Effective
1	Italian I (Grades 7 & 8)	Approve	11/16/2016
2	Mandarin Chinese I (Grades 7 & 8)	Approve	11/16/2016
3	French I (Grades 7 & 8)	Approve	11/16/2016

N. POLICY

Mr. Morella – Chair, Mr. Palma, Mr. Johnson, Dr. Cortellino

N.1 Introduction of Bylaws, Policies, and Regulations

RESOLVED, the Montville Township Board of Education introduces for **first reading** and invites public comment on the following bylaws, policies, and regulations:

Policy 2415.30 *Title I – Educational Stability For Children* **(Document N.1.1)**
In Foster Care

BE IT FURTHER RESOLVED, the Montville Township Board of Education requests the superintendent to schedule the above referenced policies for second reading and possible adoption at the next regular meeting.

N.2 Reserved - Adoption of Bylaws, Policies, and Regulations – (No Action)

N.3 Approval of Job Descriptions

Resolved that the Montville Township Board of Education approve the following updated job descriptions **(Documents N.3)**:

Art Club Advisor
Choral Director
Freshman Class Advisor
Sophomore Class Advisor
Junior Class Advisor
Distributive Education Clubs of America (DECA) Advisor
Environmental Club Advisor
Future Educators Club Advisor
Gay Straight Alliance Club Advisor
History Club Advisor
Interact Club Advisor
International Concerns Club Advisor
Jazz Band Advisor
Key Club Advisor
Knitting Club Advisor
Literary Magazine Advisor
Marching Band Director
Marching Band Color Guard Instructor
Marching Band Caption Head Advisor
Science Olympiad Advisor – High School

O. CLOSED SESSION

O.1 Closed Session Announcement

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.

BE IT THEREFORE RESOLVED, that the Montville Township Board of Education plans to meet in closed session on December 6, 2016 at 7:00 pm to discuss (select one or more):

- 1) *Superintendent’s Harassment, Intimidation and Bullying (“HIB”) update/recent matters and investigations, if any; and*
- 2) *JCP&L Lazar Power Lines Improvement Project; and*
- 3) *Any other permitted closed session matters not currently known, which may arise.*

BE IT FURTHER RESOLVED, that the Montville Township Board of Education will meet in public session on December 6, 2016 at 7:45 pm at Montville Township Municipal

Building.

BE IT FURTHER RESOLVED, that the minutes of this closed session be made public when the need for confidentiality no longer exists.

ROLL CALL VOTE: Resolutions I – O and the Revised Resolution:

	YES	NO	ABSTAIN	ABSENT	REMARKS
Charles Grau	X				Abstain on Check #83800.
Michael O’Brien	X				
Karen Cortellino	X				Abstain on Check #83905.
Michael Johnson	X				
David Modrak	X				
John Morella	X				
Michael Palma	X				
Carmela Novi	X				
Matthew Kayne	X				Abstain on Check #83957.

Resolutions were approved on an 9 - 0 roll call vote except as noted.

P. OLD BUSINESS

- The superintendent briefed the board on Board Docs and then inquired about implementation. After some discussion, the consensus of the board is for the Administration to place a resolution on the next agenda to approve an agreement for the implementation of Board Docs.

Q. GENERAL BOARD COMMENTS / NEW BUSINESS

- The board president wished a Happy Thanksgiving Holiday to all.

R. PUBLIC PARTICIPATION

No members of the public in attendance wished to be recognized at this time.

S. ADJOURNMENT

There being no further matters to discuss, on a motion by Member Grau, second by Member Morella, the meeting was adjourned at 8:51 p.m. The motion was approved by unanimous voice vote.

Respectfully submitted,

James T. Tevis
 School Business Administrator/
 Board Secretary