

**HARDYSTON TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
DECEMBER 11, 2018  
7:00 PM – Hardyston Township Middle School Media Center**

**I. Call to Order**

This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Law 1975, entitled, “Open Public Meetings Act,” Hardyston Township Board of Education posted a meeting notice setting forth the time, date, and location of this meeting at the Office of Hardyston Township Board of Education and on the district’s web site and mailed to the New Jersey Herald and to the Office of the Municipal Clerk of Hardyston Township.

**II. Pledge of Allegiance**

**III. Roll Call**

|                        |         |        |                       |
|------------------------|---------|--------|-----------------------|
| Ms. Donna Carey        | present | absent | arrived at _____ p.m. |
| Ms. Jen Cenatiempo     | present | absent | arrived at _____ p.m. |
| Mrs. Amie Ficacci      | present | absent | arrives at _____ p.m. |
| Mrs. Carla Kubrin      | present | absent | arrives at _____ p.m. |
| Mrs. Susan Lucarelli   | present | absent | arrives at _____ p.m. |
| Mrs. Susana Pohl       | present | absent | arrived at _____ p.m. |
| Mr. David Van Ginneken | present | absent | arrives at _____ p.m. |
| Mr. Nick Demsak        | present | absent | arrived at _____ p.m. |
| Mr. Ron Hoffman        | present | absent | arrives at _____ p.m. |
| <br>                   |         |        |                       |
| Mr. Michael Ryder      | present | absent | arrived at _____ p.m. |
| Mr. James Sekelsky     | present | absent | arrived at _____ p.m. |

Quorum confirmed:                     Yes             No

Special Guest(s) Present: \_\_\_\_\_  
\_\_\_\_\_

Staff Member(s) Present: \_\_\_\_\_  
\_\_\_\_\_

Community Member(s) Present: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

**MISSION STATEMENT**

*The Hardyston School District together with our parents, families and community is dedicated to preparing our students for the 21<sup>st</sup> Century by providing each student with a quality education, in a safe and caring environment, which allows all students to achieve the New Jersey Core Curriculum Content Standards and Common Core State Standards at all grade levels and includes the knowledge, confidence, and self-esteem to be successful life-long learners in a culturally diverse democracy.*

**IV. Workshop**

1. Updates to Agenda/Board Member mandated training (Jim Sekelsky)\*\*\*
2. Committee Reports:
  - Curriculum, Programs, Educational Technology & Community Relations (Donna Carey)
  - Finance, Facilities and Operations & Technology Infrastructure (David VanGinneken)
  - Personnel, Negotiations, Grievance & Policy (Nick Demsak)
  - Ad Hoc (Dave Van Ginneken)
3. Board President Update
4. Superintendent’s Report
5. Student Recognition:

November Students of the Month: “Gratitude”

- Grade K: Mason Hintzen
- Grade 1: Jasmyne Hrehorovich
- Grade 2: Matthew Ryan
- Grade 3: Jake Pravetz
- Grade 4: Juste Survilla
- Grade 5:
- Grade 6:
- Grade 7:
- Grade 8:

6. NJQSAC District Performance Review (DPR) School Year 2018-2019

Motion to approve District Performance Review as presented:

Motion to accept: \_\_\_\_\_ Seconded By: \_\_\_\_\_

| <u>MOTION</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------|------------|-----------|----------------|---------------|
| Carey         | _____      | _____     | _____          | _____         |
| Cenatiempo    | _____      | _____     | _____          | _____         |
| Ficacci       | _____      | _____     | _____          | _____         |
| Kubrin        | _____      | _____     | _____          | _____         |
| Lucarelli     | _____      | _____     | _____          | _____         |
| Pohl          | _____      | _____     | _____          | _____         |
| Van Ginneken  | _____      | _____     | _____          | _____         |
| Demsak        | _____      | _____     | _____          | _____         |
| Hoffman       | _____      | _____     | _____          | _____         |

7. Annual Audit Report (Nisivoccia & Company LLP)

**V. Public Comment (Board Policy #1200)** (please limit to agenda items only)

*“All regular and special meetings of the Hardyston Township Board of Education shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, and also need to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during each meeting for public participation. Each speaker will be given a maximum of three (3) minutes per subject with a maximum of fifteen (15) minutes for all speakers on that subject. Additional segments in two-minute increments must be approved by a majority vote of the Board quorum present.*

*The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves” (please provide name and street address).*

**VI. Executive Session** *if needed*

*Motion is presented by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Hardyston*

Township Board of Education enters private session at \_\_\_\_\_ p.m. to discuss \_\_\_\_\_, which is exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, "Open Public Meetings Act." Any discussion held by the Board which need not remain confidential will be made public when appropriate. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.

**VII. Return to Public Session**

Motion to the Board of Education will return to public session at \_\_\_\_\_ p.m.

**Roll Call**

- Mrs. Donna Carey \_\_\_\_\_
- Mrs. Jennifer Cenatiempo \_\_\_\_\_
- Mrs. Amie Ficacci \_\_\_\_\_
- Mrs. Carla Kubrin \_\_\_\_\_
- Mrs. Susan Lucarelli \_\_\_\_\_
- Mrs. Susana Pohl \_\_\_\_\_
- Mr. David Van Ginneken \_\_\_\_\_
- Mr. Nick Demsak \_\_\_\_\_
- Mr. Ron Hoffman \_\_\_\_\_
  
- Mr. Michael Ryder \_\_\_\_\_
- Mr. James Sekelsky \_\_\_\_\_

**VIII. Old Business**

**O/B-1**

Meeting Dates for 2018- 2019:

- January 8 – Regular Meeting and Regorganization
- January 22 – Budget Workshop
- February 12 – Regular Meeting
- February 26 – Workshop
- March 12 – Regular Meeting
- March 26 – Workshop
- April 9 – Regular Meeting
- April 23 – Workshop Meeting

**IX. New Business**

**X. Agenda Items:**

**MEETING MINUTES**

1. November 13, 2018 – Regular Meeting

Motion of adopt: \_\_\_\_\_ Seconded By: \_\_\_\_\_

| <u>MOTION</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------|------------|-----------|----------------|---------------|
| Carey         | _____      | _____     | _____          | _____         |
| Cenatiempo    | _____      | _____     | _____          | _____         |
| Ficacci       | _____      | _____     | _____          | _____         |

|              |       |       |       |       |
|--------------|-------|-------|-------|-------|
| Kubrin       | _____ | _____ | _____ | _____ |
| Lucarelli    | _____ | _____ | _____ | _____ |
| Pohl         | _____ | _____ | _____ | _____ |
| Van Ginneken | _____ | _____ | _____ | _____ |
| Demsak       | _____ | _____ | _____ | _____ |
| Hoffman      | _____ | _____ | _____ | _____ |

**HIB REPORT** *All policies and procedures have been followed and met; report is based on the recommendation of the CSA.*

Motion to approve the HIB report as presented by the chief school administrator on 11-13-18.

*Background: HIB report for 12-11-18 is located in the Executive Session folder and will be voted on at the January 8, 2019 BOE meeting (if necessary).*

| <u>MOTION</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------|------------|-----------|----------------|---------------|
| Carey         | _____      | _____     | _____          | _____         |
| Cenatiempo    | _____      | _____     | _____          | _____         |
| Ficacci       | _____      | _____     | _____          | _____         |
| Kubrin        | _____      | _____     | _____          | _____         |
| Lucarelli     | _____      | _____     | _____          | _____         |
| Pohl          | _____      | _____     | _____          | _____         |
| Van Ginneken  | _____      | _____     | _____          | _____         |
| Demsak        | _____      | _____     | _____          | _____         |
| Hoffman       | _____      | _____     | _____          | _____         |

**FINANCE**

**F-1**

Motion to approve \$41,537.83 in transfers for the month of November 2018.

**F-2**

Motion to approve the Bills List for the month of November 2018 in the amount of \$920,751.20

**F-3**

Motion to approve the Treasurer of School Monies Comparison Report for October 2018.

**F-4**

Motion to approve the Board Secretary’s Monthly Comparison Report for October 2018.

*WHEREAS, the New Jersey Department of Education regulation N.J.A.C. 6A:23A-16.10(c)3 require local school districts to file a monthly certification of budgetary line item status,*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Education acknowledges that James R. Sekelsky, Board Secretary, certifies the following statement: Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I, James R. Sekelsky, Board Secretary, certify that no budgetary line items accounts are over-appropriated nor over-expended for the period ending October 31, 2018.*

*BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23A-16.10(c)4 the board of Education certifies that as of after review of the board secretary’s and treasurer’s monthly financial reports and upon consultation with the appropriate school district officials, to the best of our knowledge, no major account or fund has been over-expended in*

violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**F-5**

Motion to accept a donation in the amount of \$1,000.00 from the Barnett Family with a matching donation from ADOBE Systems (in coordination with the Barnett's donation). The family would like to support various educational and special needs areas with these funds.

**F-6**

Motion to accept and approve the Comprehensive Annual Financial Report and Auditors' Management Report for the fiscal year ending June 30, 2018, as submitted by the school auditor, Heidi Wohlleb of Nisivoccia & Company, LLP, Newton, NJ, as discussed at the public meeting on December 11, 2018.

**ACTION ITEM(S): F-1 to F-6**

|                  |            |           |                |               |              |       |
|------------------|------------|-----------|----------------|---------------|--------------|-------|
| Motion to adopt: | _____      |           |                |               | Seconded By: | _____ |
| <u>MOTION</u>    | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |              |       |
| Carey            | _____      | _____     | _____          | _____         | _____        | _____ |
| Cenatiempo       | _____      | _____     | _____          | _____         | _____        | _____ |
| Ficacci          | _____      | _____     | _____          | _____         | _____        | _____ |
| Kubrin           | _____      | _____     | _____          | _____         | _____        | _____ |
| Lucarelli        | _____      | _____     | _____          | _____         | _____        | _____ |
| Pohl             | _____      | _____     | _____          | _____         | _____        | _____ |
| Van Ginneken     | _____      | _____     | _____          | _____         | _____        | _____ |
| Demsak           | _____      | _____     | _____          | _____         | _____        | _____ |
| Hoffman          | _____      | _____     | _____          | _____         | _____        | _____ |

**PERSONNEL**

(All Personnel resolutions are based on the recommendation of the Superintendent)

**P-1**

Motion to approve the substitutes listed below to be placed in our substitute calling system for the 2018-2019 school year. Employment is on an emergent basis, if necessary, and contingent upon criminal history background clearance as required by P.O. 1986, C.116.

| <b>NAME</b>           | <b>POSITION</b> | <b>CERTIFICATION</b>     |
|-----------------------|-----------------|--------------------------|
| Jacqueline Taylor     | Teacher/Aide    | Sub Cert – Exp. 1/2/2021 |
| Natalie Franqui-Vidal | Teacher/Aide    | Sub Cert – Exp. 1/2/2021 |

**P-2**

Motion to appoint/re-appoint the extra-curricular coaches for the 2018/2019 school year (step amount as per negotiated agreement):

*The Board of Education shall determine the requirements of and qualifications for all extracurricular positions in the district as dictated by the nature of the activity in accordance with N.J.S.A. 34:13A-23. Upon recommendation of the CSA, the Board shall appoint to all extracurricular assignments, those individuals who have the proper qualifications for the position and can meet the requirements of the position. In the event a qualified candidate cannot be found*

*within the district, the Board may employ a qualified person from outside the district.*

|               |                              |        |         |
|---------------|------------------------------|--------|---------|
| Kasey Kervatt | Adventure Theater Advisor    | Step 6 | \$2,394 |
| Frances Kevil | Head Cheerleading Coach      | Step 6 | \$2,802 |
| Stacey Luce   | Assistant Cheerleading Coach | Step 3 | \$1,983 |

**P-3**

WHEREAS, pursuant to law, District employees may generally not be hired or appointed except by a majority vote of the full membership of the Board after recommendation by the Chief School Administrator, except in situations where the Board provides otherwise; and

WHEREAS, the Board recognizes that there may be certain instances in which the Chief School Administrator may be required to hire staff in order to fill unforeseen vacancies or on an emergent basis to address student and District needs prior to the next scheduled Board meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the Chief School Administrator to recommend and appoint a person to fill a sudden vacancy which occurs by reason of unforeseen circumstances or due to emerging District needs, when such vacancy or need arises between scheduled Board meetings, subject to notification of such action to the Board President and ratification of that action by the Board at the next Board meeting; and be it further

RESOLVED, that the Board of Education also authorizes the Chief School Administrator to appoint, at his discretion, substitute teachers as necessary to achieve these goals, subject to the above requirements; and be it further

RESOLVED, that this authority shall remain in effect until the end of the 2018-2019 school year and shall be approved on an annual basis by the full board.

**P-4**

Motion to approve Christine Aschoff as Physical Education Teacher – Leave Replacement, for the middle school, at a rate of \$175.00 per day (as outlined in negotiated HTEA contract) for the period retroactive to November 26, 2018 through May 16, 2019.

*Background: Ms. Aschoff is a temporary replacement for current teacher out on leave.*

**P-5**

Motion to accept, with regret, the letter of resignation from Camille Scriffiano, paraprofessional at the middle school, dated November 15, 2018. Mrs. Scriffiano’s last date of employment was November 30, 2018. She has accepted a position with FedEx.

**P-6**

Motion to approve Keri Demeter for home instruction for an identified student for 2 hours per school day, \$33.76 per hour (per negotiated agreement).

**P-7**

Motion to approve Kimberly Jinks for home instruction for an identified student for 1 hour per school day, \$33.76 per hour (per negotiated agreement).

**P-8**

Motion to approve Jacob Maier as Leave Replacement Teacher – Grade 5 Social Studies, for the period January 2, 2019 through June 30, 2019, BA, Step 1, \$52,654, pro-rated.

*Background: Mr. Maier has been in this position since September 1; current teacher out on leave.*

ACTION ITEM(S): P-1 – P-8

Motion to adopt: \_\_\_\_\_ Seconded By: \_\_\_\_\_

| <u>MOTION</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------|------------|-----------|----------------|---------------|
| Carey         | _____      | _____     | _____          | _____         |
| Cenatiempo    | _____      | _____     | _____          | _____         |
| Ficacci       | _____      | _____     | _____          | _____         |
| Kubrin        | _____      | _____     | _____          | _____         |
| Lucarelli     | _____      | _____     | _____          | _____         |
| Pohl          | _____      | _____     | _____          | _____         |
| Van Ginneken  | _____      | _____     | _____          | _____         |
| Demsak        | _____      | _____     | _____          | _____         |
| Hoffman       | _____      | _____     | _____          | _____         |

**CURRICULUM/PROGRAMS**

**C/P-1**

Motion to approve the listed travel events in agreement with Chapter 53, Public Law 2007, Title 18A, and Board Policy 9250:

| EVENT                            | DATE         | REGISTRATION FEE | MILEAGE & OTHER EXPENSES | EMPLOYEE/BOARD MEMBER |
|----------------------------------|--------------|------------------|--------------------------|-----------------------|
| Techspo 2019, Atlantic City      | 1/24-1/25/19 | \$450.00 (room?) | \$104.51 + tolls         | D. Kornak             |
| Section 504 in NJ, Parsippany    | 2/22/19      | \$199.99         | -0-                      | J. Reinstein          |
| Special Education Summit, Monroe | 2/12/19      | \$149.00         | \$47.12                  | J. Reinstein          |

**C/P-2**

Motion to approve the following parent-paid class trip(s) for the 2018-2019 school year:

| GRADE          | DESTINATION                                       | DATE     | COST PER STUDENT |
|----------------|---|----------|------------------|
| MS Band/Chorus | Elementary school                                 | 12/20/18 | Budgeted         |
| 7              | NJSEA Meadowlands Environmental Center, Lyndhurst | 4/10/19  | \$33.00          |
| 1              | TurtleBack Zoo, West Orange                       | 5/14/19  | \$29.00          |
| 3              | Stokes State Forest                               | 5/23/19  | \$22.00          |

**C/P-3**

Motion to approve two identified children of a staff member to attend Hardyston Elementary School as outlined in board approved Policy 5118, Nonresidents, for the period January 2, 2019 through June 30, 2019.

ACTION ITEM(S): C/P-1 – C/P-3

Motion to adopt: \_\_\_\_\_ Seconded By: \_\_\_\_\_

| <u>MOTION</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------|------------|-----------|----------------|---------------|
| Carey         | _____      | _____     | _____          | _____         |
| Cenatiempo    | _____      | _____     | _____          | _____         |
| Ficacci       | _____      | _____     | _____          | _____         |
| Kubrin        | _____      | _____     | _____          | _____         |
| Lucarelli     | _____      | _____     | _____          | _____         |
| Pohl          | _____      | _____     | _____          | _____         |
| Van Ginneken  | _____      | _____     | _____          | _____         |
| Demsak        | _____      | _____     | _____          | _____         |
| Hoffman       | _____      | _____     | _____          | _____         |

**POLICY**

**POL-1**

Motion to approve a second reading of the following policies:

- 4111.2/4211.1 Domestic Violence
- 5141.21 Administering Medication
- 5141.21E Administering Medication - Exhibit
- 5145.7 Gender Identity and Expression

ACTION ITEM(S): POL-1

Motion to adopt: \_\_\_\_\_ Seconded By: \_\_\_\_\_

| <u>MOTION</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------|------------|-----------|----------------|---------------|
| Carey         | _____      | _____     | _____          | _____         |
| Cenatiempo    | _____      | _____     | _____          | _____         |
| Ficacci       | _____      | _____     | _____          | _____         |
| Kubrin        | _____      | _____     | _____          | _____         |
| Lucarelli     | _____      | _____     | _____          | _____         |
| Pohl          | _____      | _____     | _____          | _____         |
| Van Ginneken  | _____      | _____     | _____          | _____         |
| Demsak        | _____      | _____     | _____          | _____         |
| Hoffman       | _____      | _____     | _____          | _____         |

**FACILITIES/OPERATIONS *Nothing to report***

**XI. Written Communication**

**XII. Public Comment (Board Policy #1200)**



*“All regular and special meetings of the Hardyston Township Board of Education shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, and also need to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during each meeting for public participation. Each speaker will be given a maximum of three (3) minutes per subject with a maximum of fifteen (15) minutes for all speakers on that subject. Additional segments in two-minute increments must be approved by a majority vote of the Board quorum present.*

*The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves” (please provide name and street address).*

**XIII. Executive Session**

*A motion was presented by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Hardyston Township Board of Education enters private session at \_\_\_\_\_ p.m. to discuss \_\_\_\_\_ and, which is exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, “Open Public Meetings Act”. Any discussion held by the Board which need not remain confidential will be made public when appropriate. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.*

**XIV. Return to Public Session – if needed**

*Motion to the Board of Education will return to public session at \_\_\_\_\_ p.m.*

**Roll Call**

|                          |       |
|--------------------------|-------|
| Mrs. Donna Carey         | _____ |
| Mrs. Jennifer Cenatiempo | _____ |
| Mrs. Amie Ficacci        | _____ |
| Mrs. Carla Kubrin        | _____ |
| Mrs. Susan Lucarelli     | _____ |
| Mrs. Susana Pohl         | _____ |
| Mr. David Van Ginneken   | _____ |
| Mr. Nick Demsak          | _____ |
| Mr. Ron Hoffman          | _____ |
| <br>                     |       |
| Mr. Michael Ryder        | _____ |
| Mr. James Sekelsky       | _____ |

Action following Executive Session if needed:

**XV. Adjournment**

With no further action or discussion required of the Hardyston Township Board of Education at this time, a motion was presented by \_\_\_\_\_, and seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_ p.m.