

WEST MILFORD TOWNSHIP BOARD OF EDUCATION

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**BOARD OF EDUCATION
MINUTES
WORKSHOP/REGULAR MEETING
DECEMBER 17, 2024**

DISTRICT GOALS - 2024-2025 SCHOOL YEAR

- *Evaluate academic and instructional programming and curricular content, making adjustments as needed, to ensure an education of the highest quality is accessible for all students.*
- *Ensure the program and operational management of the district is structured in a way that maximizes the opportunities for success for all students academically, socially, and emotionally.*
- *Maintain and update district facilities in a fiscally responsible manner to ensure a safe and secure learning environment for all students to learn, grow, and thrive.*

Mrs. Claire Lockwood, Board President, called to order the Workshop/Regular Meeting of the Board of Education at 7:00 p.m., in the Macopin School Auditorium. She asked for a moment of silence, led the flag salute, read the Open Public Meetings Act Statement, and reminded everyone in attendance to silence or turn off their cell phones, and note the locations of the emergency exits.

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the provisions of the Open Public Meetings Act, a public notice of this meeting has been sent to Board Members, all district schools, the Herald News, the Suburban Trends, the Record, the Messenger, West Milford Town Hall, the County Superintendent's Office, the Board Attorney, Cablevision of Warwick and West Milford TV77; and posted in the Administration Building. Copies of the Board Meeting Calendar Resolution were provided to all local media, Town Hall, Township Library, and all district schools.

MR. WILLIAM SCHOLTS, BOARD SECRETARY, CALLED THE ROLL:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mr. Cytowicz	Absent/Arr. 7:26 p.m.	Mr. Lippe	Present	Mrs. Van Dyk	Present
Mrs. Dwyer	Present	Mrs. Marquard	Present	Mrs. Racano	Present
Mrs. Jurgensen	Present	Mrs. Romeo	Present	Mrs. Lockwood	Present

Minutes for the Workshop/Regular Meeting of December 17, 2024

MR. WILLIAM SCHOLTS, BOARD SECRETARY, CALLED THE ROLL:

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Brian Kitchin	Superintendent of Schools	Present
Mr. William Scholts	Board Secretary/Business Administrator	Present
Mr. Daniel Novak	Assistant Superintendent	Present
Dr. Derek Ressa	Director of Special Services	Present
Nathanya Simon, Esq.	Board of Education Attorney	Absent/Arr. 7:10 p.m.
Megan Seidner	Student Representative	Present

There were approximately 5 members of the public in attendance.

VI. SUPERINTENDENT'S REPORT - Dr. Brian Kitchin

- Dr. Kitchin spoke about On-Site Decision Day at the High School, and explained what was involved with this very well attended event.
- Dr. Kitchin provided information on the Governor's Educator of the Year and the Governor's Educational Services Professional of the Year. He explained that for the past few years, the West Milford School District has not participated in this, and he is really excited to bring it back this year. He feels it is important that when we have the opportunity to honor our teachers and recognize them that we do so. He indicated we have a Teacher of the Year from all of our school buildings, and an Educational Service Professional from all but one of our buildings. He and Mr. Novak were able to go to each of the schools and congratulate the individuals, and were there for most of the presentations. He also spoke about the County Teacher of the Year process, and what he would like to do in our District. Dr. Kitchin explained he was on the Selection Board for Sussex County and witnessed firsthand the time consuming application process for County Teacher of Year. He feels it is in our District's best interest for teachers who are interested in applying for the County Teacher of the Year to be able to give them the time to do this. He and Mr. Novak stated that if a teacher chooses to apply for County Teacher of the Year, the teacher will receive a comp day to work on the application to be considered. Dr. Kitchin feels it is pretty unique, and it will hopefully encourage our staff to take that recognition beyond Teacher of the Year.
- Megan Seidner, Student Representative, reported highlights of recent and upcoming events, which included the Woman's Equality and Empowerment Club toy drive and a second annual memorial toy drive; On-Site Decision Day held on December 5th, with 28 different colleges across the State of New Jersey and 100 Seniors who participated; the SAT held on December 7th; the Holiday Concert Band at Macopin School, the Seasonal Rec Assembly at the High School; and an event held at the High School testing for students who are interested in pursuing careers in the military, on December 11th. To further support these students, a career workshop and post-test interpretation event will be held on January 8th during the school day. Our Guidance Department is proud to offer these opportunities as part of their ongoing commitment to help students achieve their goals. Other events included the Heroes and Cool Kids and Sidekicks programs visiting the Elementary schools on December 13th; Holiday Spirit week at the High School; Marine's visiting the High School Cafeteria; and a Senior Class Council Movie Night fundraiser. Miss Seidner then spoke about upcoming events and wished everyone a Happy Holiday season.

VI. SUPERINTENDENT'S REPORT - Dr. Kitchin - Continued

- Dr. Kitchin spoke about the BoardDocs platform starting in January, and that Board members have been trained.

VII. ASSISTANT SUPERINTENDENT'S REPORT - Mr. Daniel Novak

- Mr. Novak provided the Board and the community with an update on our Parent/Teacher Conference schedule for this school year. He spoke about the Macopin and the High School conferences held in November, and the Elementary conferences that will take place on January 6th and January 7th. A survey will be released after that time to our staff for feedback, and we are tentatively planning for the same process to take place next year.

VIII. SPECIAL REPORTS AND CORRESPONDENCE - Mr. William Scholts, Board Secretary/
Business Administrator

Motion by Mr. Lippe, seconded by Mrs. Racano, to approve the following Board of Education meeting minutes:

- November 19, 2024 Workshop/Regular Meeting
- November 19, 2024 Executive Session

VOICE VOTE:

All in Favor.

MOTION PASSED.

IX. PRESIDENT'S REPORT - Mrs. Claire Lockwood

- Mrs. Lockwood spoke about the November Election results being finalized and official by the County. She recognized the three (3) incoming Board members as Teresa Dwyer, herself (Claire Lockwood), and Raymond Guarino, who will be sworn in at the Reorganization Meeting on January 2, 2025. She thanked Kate Romeo, and stated that this will be Mrs. Romeo's last Board meeting as the outgoing Board member.
- Mrs. Lockwood also spoke about the new play, "Frozen" that Paradise Knoll School put on last week and over the weekend, and stated that it was an amazing event.
- Mrs. Lockwood attended the recent volleyball tournament in honor for Julian, who is a student in one of our Elementary Schools who has fallen ill for the fourth time. She expressed that it was wonderful to see the staff, the students, and everyone that came to support this student. She stated that it raised a little over \$4,000.00 for the family, and she wished Julian and his family all of the best. She also recognized Megan Seidner, our Student Representative, who played a huge part in organizing this fundraiser.

X. PUBLIC COMMENT REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after the President's Report. The second comment period will be scheduled after New Business.

X. PUBLIC COMMENT REGULATIONS - Continued

During the first opportunity for public comment, citizens are invited to comment on subjects on the agenda items only. During the second opportunity for public comment, citizens may comment on all other general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to five minutes. The Board Secretary will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Bylaw 0167).
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer. No participant may address or question Board members individually.
5. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

XI. PUBLIC COMMENT - AGENDA ITEMS (PLEASE SIGN IN)

All speakers will have five (5) minutes to speak until a period of thirty (30) minutes transpires. Before speaking, please state your name, group affiliation and address for the record. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. After speaking, all speakers are asked to sign the register provided and give their full name, group affiliation, and their address.

All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

All speakers are expected to have read the statement within the agenda regarding the regulations concerning public comments.

Members of the public are reminded that they are legally responsible and liable for their comments.

Motion by Mr. Lippe, seconded by Mrs. Romeo, to close Public Comment.

VOICE VOTE:

All in Favor.

MOTION PASSED.

Minutes for the Workshop/Regular Meeting of December 17, 2024

XII. MOTION BY MRS. ROMEO, SECONDED BY MRS. RACANO, TO ADOPT THE AGENDA AS PRESENTED AND AMENDED, INCLUDING HAND CARRYS.

VOICE VOTE: All in Favor. MOTION PASSED.

XIII. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mrs. Dwyer, seconded by Mrs. Van Dyk, to approve the following agenda items #1 through #12:

1. The recommendation of the Superintendent to approve the following **SCHOOL CALENDARS**: (Calendars provided electronically.)
SCHOOL YEAR 2025-2026
SCHOOL YEAR 2026-2027
2. The recommendation of the Superintendent to approve the **2025-2026 and 2026-2027 CALENDARS FOR TWELVE MONTH EMPLOYEES**. (Calendars provided electronically.)
3. The recommendation of the Superintendent to approve an **EXCHANGE STUDENT** to attend West Milford High School, beginning January 2, 2025, through June 24, 2025. Tuition will be waived for this student.
4. The recommendation of the Superintendent to submit the **X-TREME NINJA GRANT** application for the 2024-2025 school year, in the amount of \$40,000.00.
5. The recommendation of the Superintendent to accept video equipment from **THE PASSAIC COUNTY FILM EQUIPMENT GRANT**, for the 2024-2025 school year, valued at \$1,000.00.
6. The recommendation of the Superintendent to approve an agreement with **MCCARVILL**, Moorestown, New Jersey, for MYK12 System Subscription, in an amount not to exceed \$3,419.88, effective January 1, 2025, through December 31, 2025.
7. The recommendation of the Superintendent to approve a **SUMMER READING and LITERACY PROGRAM**, from July 7, 2025, through July 31, 2025.
8. The recommendation of the Superintendent to approve the following **OVERNIGHT FIELD TRIP** for the 2024-2025 school year:

EIGHTH GRADE - WASHINGTON, D.C.

Purpose of Trip: Students will engage in a culminating experience that combines U.S. History topics, which are included in the 8th grade curriculum, current events and is also an exceptional social experience.

Location:	Washington, D.C.
Dates of Trip:	May 28 - 30, 2025
Number of Students:	Approximately 170
Cost of Trip to Students:	\$667.00
Name of Advisor(s):	Oliver Pruksarnukul
Number of Chaperone(s):	Approximately 19
Number of School Days Missed:	3 days
Cost to District:	\$0.00

NOTE: All student and chaperone fees are included in the total cost of the trip.

XIII. EDUCATION - Mrs. Dwyer, Chairperson - Continued

9. The recommendation of the Superintendent to approve the following **ADDITIONS** to the **GENERAL EDUCATION/SPECIAL EDUCATION DISTRICT CONSULTANTS, PHYSICIANS, HOSPITAL/MEDICAL CENTERS, CLINIC and AGENCIES**, for the 2024-2025 school year:
 - Blazerworks LLC, Peachtree Corners, Georgia
 - Judge Technical Services, Wayne, Pennsylvania
 - United Therapy Solutions, Fanwood, New Jersey
10. The recommendation of the Superintendent to approve an agreement with **SPEECH CITY, LLC**, Passaic, New Jersey, for Speech Language Pathologist services in an amount not to exceed \$43,750.00, effective December 18, 2024, through June 24, 2025.
11. The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Instructional and School Support Staff at the mileage rate established by the Board. (Documentation provided electronically.)
12. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, in accordance with the requirements set forth in P.L. 2010, Chapter 122, the West Milford Board of Education has received results of HIB investigative reports on **November 19, 2024**; therefore,

BE IT RESOLVED, that the West Milford Board of Education approves issuance of written decisions affirming, rejecting or modifying the Superintendent's determination in the following HIB investigation(s):

<u>Incident Report Number</u>	<u>Board Determination</u>
2025/M-2	Substantiated
2025/E-2	Substantiated
2025/H-3	Unsubstantiated

ROLL CALL FOR ITEMS #1 THROUGH #12:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Yes	Mr. Cytowicz	Absent	Mr. Lippe	Yes
Mrs. Jurgensen	Yes	Mrs. Romeo	Yes*	Mrs. Marquard	Yes
Mrs. Racano	Yes	Mrs. Van Dyk	Yes	Mrs. Lockwood	Yes

*Mrs. Romeo "Abstained" on item #12.

The **MOTION PASSED**.

XIV. PERSONNEL/STUDENT AFFAIRS - Mrs. Lynda Van Dyk, Chairperson

NOTE: All appointees recommended for employment will meet the New Jersey state law requirements for the criminal history review prior to their start date.

Motion by Mrs. Van Dyk, seconded by Mrs. Marquard, to approve the following agenda items #1 through #28:

XIV. PERSONNEL/STUDENT AFFAIRS - Mrs. Van Dyk, Chairperson - Continued

1. The recommendation of the Superintendent to approve the appointment of **JESSICA PIERRE**, 0.5 School Nurse, Highlander Prep/Academy (90.08.25.CJI; 90.09.25.BVD), at the annual salary of \$29,855.00 (BA/1-3) (prorated), without health benefits, effective January 2, 2025, through June 30, 2025, per Board of Education/WMEA Agreement. Account: 11-000-213-104-10-10-645

NOTE: Pending certification.

2. The recommendation of the Superintendent to approve the appointment of **BETHANY HERTL**, Special Class Aide, Apshawa School (PC#60.01.S5.AVX), at the annual salary of \$24,987.00 (Step 1) (prorated), with health benefits, effective January 2, 2025, through June 30, 2025, per Board of Education/WMTAA Agreement. (New Position) Account: 11-209-100-106-10-10-000

3. The recommendation of the Superintendent to approve the appointment of **MEADOW BABCOCK**, Special Class Aide, Maple Road School (PC#60.03.S5.AVV), at the annual salary of \$24,987.00 (Step 1) (prorated), with health benefits, effective January 2, 2025, through June 30, 2025, per Board of Education/WMTAA Agreement. (New Position) Account: 11-204-100-106-10-10-000

NOTE: Pending medical and fingerprint clearance.

4. The recommendation of the Superintendent to approve the appointment of **JENNIFER MALDONADO**, Replacement Social Worker (CST), Apshawa/Marshall Hill Schools, (PC#99.01.41.XXX; #99.04.41.CEG), at the per diem rate of \$250.00, with health benefits, effective January 2, 2025, through May 30, 2025, per Board of Education Agreement. (Replaces Messineo) Account: 11-000-219-104-10-10-142

NOTE: Pending medical and fingerprint clearance.

5. The recommendation of the Superintendent to approve the following **UNAFFILIATED PERSONNEL CONTRACT**, for the 2024-2025 school year, retroactive from July 1, 2024, through November 19, 2024:

<u>Employee</u>	<u>Assignment</u>	<u>Salary</u>
KRISTINE BOWLBY	Administrative Assistant to the Director of Education	\$60,843.00 (prorated)
Accounts: 11-000-230-105-10-10-110; 20-231-200-105-10-50-000		

6. The recommendation of the Superintendent to approve the following **JOB DESCRIPTION:** (Documentation provided electronically.)

ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT

7. The recommendation of the Superintendent to approve the following **UNAFFILIATED PERSONNEL CONTRACT**, for the 2024-2025 school year, retroactive from November 20, 2024, through June 30, 2025:

<u>Employee</u>	<u>Assignment</u>	<u>Salary</u>
KRISTINE BOWLBY	Confidential Administrative Assistant to the Assistant Superintendent	\$65,000.00 (prorated)
Account: 11-000-230-105-10-10-110; 20-231-200-105-10-50-000		

XIV. PERSONNEL/STUDENT AFFAIRS - Mrs. Van Dyk, Chairperson - Continued

7. (Continued)

NOTE: Includes Confidential Stipend of \$500.00

8. The recommendation of the Superintendent to approve an **EXTENSION** to a leave of absence for Employee #4887, without pay, effective February 10, 2025, through June 30, 2025. (Child Rearing)

NOTE: The employee may return prior to the above date.

9. The recommendation of the Superintendent to approve a leave of absence for Employee #5326, with pay using sick days, effective January 13, 2025, through February 7, 2025, then without pay under the Family Medical Leave Act, effective February 10, 2025, through May 9, 2025. (Maternity/Child Rearing)

NOTE: The employee may return prior to the above date pending medical certification.

10. The recommendation of the Superintendent to approve a **TEMPORARY TRANSFER OF ASSIGNMENT** for **LISA LIGUORI**, from Special Class Aide, Paradise Knoll School, to Long-Term Substitute Special Education Teacher, Paradise Knoll School, at the per diem rate of \$250.00, effective January 13, 2025, through March 12, 2025, per Board of Education Agreement. (Replaces Employee #5326) Account: 11-214-100-101-10-000

NOTE: Pending County approval of 40-day extension. The duration of this position is based on the date of the employee's return to work.

11. The recommendation of the Superintendent to approve a leave of absence for Employee #2696, with pay using sick days, effective January 9, 2025, through February 7, 2025. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

12. The recommendation of the Superintendent to approve a leave of absence for Employee #2777, with pay using sick days, effective January 24, 2025, through February 24, 2025. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

13. The recommendation of the Superintendent to approve an intermittent leave of absence for Employee #5612, without pay under the Family Medical Leave Act, retroactive from December 9, 2024, through on or about January 31, 2025. (Medical/Caregiver)

14. The recommendation of the Superintendent to approve the following additions to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2024-2025 school year, effective December 18, 2024, through June 30, 2025:

- CHRISTIAN PARR** (Teacher)
- KHYLA CARDONA** (Teacher)
- MICHAEL HENSLEY** (Teacher)
- NICOLE NAOUM** (Teacher)

XIV. PERSONNEL/STUDENT AFFAIRS - Mrs. Van Dyk, Chairperson - Continued

- 15. The recommendation of the Superintendent to approve the following additions to the non-certified personnel list of **SUBSTITUTE SECRETARIES/BUILDING AIDES/CAFETERIA AIDES/SPECIAL CLASS AIDES/SACC AIDES/OPERATIONS/SCHOOL BUS/VAN/SPECIAL USE VEHICLE DRIVERS & VEHICLE AIDES** for the 2024-2025 school year, effective December 18, 2024, through June 30, 2025:

LEAH WHRITENOUR (SACC, Cafeteria Aide)
PATRICK SHAFFER (Operations)

- 16. The recommendation of the Superintendent to approve the following **WEST MILFORD SCHOOL AGED CHILD CARE (SACC)** for the 2024-2025 school year, effective January 2, 2025 - Account: 62-990-320-101-10-10-403:

<u>Employee</u>	<u>Title</u>	<u>Annual Salary</u>
MAUREEN PICCOLI	Child Care Provider	\$10,920.00

NOTE: Increase in number of days.

- 17. The recommendation of the Superintendent to approve a **TEMPORARY TRANSFER OF ASSIGNMENT** for **JOSE BARRIENTOS**, from Special Class Aide, Highlander Academy, to Long-Term Substitute Special Education Teacher, Highlander Academy, at the per diem rate of \$250.00, effective January 14, 2025, through March 13, 2025, per Board of Education Agreement. (Replaces Balletto) Account: 11-209-100-101-10-10-105

NOTE: Pending County approval of 40-day extension.

- 18. The recommendation of the Superintendent to approve a **TEMPORARY TRANSFER OF ASSIGNMENT** for **DORRIE TORP**, from Special Class Aide, Paradise Knoll School, to Long-Term Substitute Special Education Teacher, Paradise Knoll School, at the per diem rate of \$250.00, effective December 18, 2024, through February 26, 2025, per Board of Education Agreement. (Replaces Employee #3319) Account: 11-214-100-101-10-10-000

NOTE: Pending County approval of 40-day extension. The duration of this position is based on the date of the employee's return to work.

- 19. The recommendation of the Superintendent to approve a **TEMPORARY INCREASE OF ASSIGNMENT**, for **DIANA SINCAGLIA**, Door Monitor, High School, from 3.5 hours per day to 5.0 hours per day, at the hourly rate of \$15.50, without health benefits, effective January 2, 2025, through March 31, 2025, per Board of Education Agreement. (Replaces Murphy) Account: 11-000-226-110-10-10-000

NOTE: The duration of this position is contingent on hiring a permanent replacement for Murphy.

- 20. The recommendation of the Superintendent to approve a payment to **PAMELA TAVARONE-BIESIADA**, District Nurse, in the total amount of \$505.00, for services rendered from April 24, 2025, through April 26, 2025, for the High School Choir trip to New York City. Account: 11-401-100-110-10-10-000

XIV. PERSONNEL/STUDENT AFFAIRS - Mrs. Van Dyk, Chairperson - Continued

21. The recommendation of the Superintendent to approve **CURRICULUM DEVELOPMENT** for the 2024-2025 school year, at the hourly rate of \$39.00, per Board of Education/WMEA Agreement. Accounts: 11-110-100-101-10-10-160 (Grade K); 11-120-100-101-10-10-160 (Grades 1-5); 11-130-100-101-10-10-160 (Grades 6-8); 11-140-100-101-10-10-160 (Grades 9-12). (Documentation provided electronically.)
22. The recommendation of the Superintendent to approve the following **HIGH SCHOOL STUDENT ACTIVITY ASSIGNMENTS, DISTRICT ARTS FESTIVAL**, for the 2024-2025 school year - Account: 11-401-100-110-10-10-000:

<u>Staff Member</u>	<u>Assignment</u>	<u>Stipend</u>
<u>High School</u>		
HEATHER BURNS	Theatre Teacher	\$148.00
CYNTHIA GALLAUGHER	Art/Technology Education Teacher	\$148.00
JOSEPH JORDAN	Art/Technology Education Teacher	\$148.00
EDWARD MARZALIK	Art/Technology Education Teacher	\$148.00
JENNIFER MONEGO	Art/Technology Education Teacher	\$222.00
PETER SHAVER	Art/Technology Education Teacher	\$148.00
LEONARD VANWINGERDEN	Art/Technology Education Teacher	\$148.00
DANIELLE GARDNER	Family Consumer Science Teacher	\$185.00
<u>Grades 6-12</u>		
MATTHEW GRAMATA	Music Teacher	\$740.00
SUSAN KACZOR	Music Teacher	\$370.00
ERICA MCPARTLAND	Music Teacher	\$370.00
MATTHEW PACCIONE	Music Teacher	\$370.00
ANTHONY PATERNO	Music Teacher	\$370.00
DWIGHT WEAVER	Music Teacher	\$370.00
LORRAINE POAT	Art Teacher	\$370.00
<u>Grades K-5</u>		
CHELSEA PIRES	Art Teacher	\$185.00
JENNA SOKOLIK	Art Teacher	\$185.00
JESSICA ZIEGENBALG	Art Teacher	\$185.00
KRISTEN CALLAHAN	Music Teacher	\$518.00
COURTNEY MATTIE	Music Teacher	\$518.00
CHRISTINE PATERNO	Music Teacher	\$518.00

23. The recommendation of the Superintendent to approve the following staff members for the **HIGH SCHOOL STUDENT ACTIVITY ASSIGNMENT, DISTRICT ARTS FESTIVAL**, for the 2024-2025 school year, at a stipend of \$75.00 per chaperone - Account: 11-401-100-110-10-10-000:

<u>Chaperone</u>	<u>Assignment</u>
LORI KANE	Apshawa
SARAH WARREN	Apshawa
KRISTI CLAVE	Maple Road
TRICIA GRANAY	Maple Road
CHRISTINE GENARDI-FISHER	Marshall Hill
KELLYANN MCKEAN	Marshall Hill
KRISTEN SEIBERT	Marshall Hill

XIV. PERSONNEL/STUDENT AFFAIRS - Mrs. Van Dyk, Chairperson - Continued

23. (Continued)

<u>Chaperone</u>	<u>Assignment</u>
BRIAN LESLIE	Paradise Knoll
KRISTINE RALICKI	Upper Greenwood Lake
MAUREEN MULLIGAN	Upper Greenwood Lake
JENNIFER FEAR	Macopin
JACQUELINE SEGAL	Macopin

24. The recommendation of the Superintendent to approve the following **UPPER GREENWOOD LAKE ELEMENTARY STUDENT ACTIVITY AFTER SCHOOL CLUB, ADVISORS, and HOURS** for the 2024-2025 school year, at the hourly rate of \$37.00, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-XXX - ESEA Title I Grant:

<u>Advisor</u>	<u>Club</u>	<u>Hours</u>	<u>Payment</u>
CAYLA CASEY	Learners Club	24	\$888.00
DYLAN CAPALBO	Learners Club	24	\$888.00
HOLLIE MILLER	Learners Club	24	\$888.00
KRISTINE RALICKI	Learners Club	24	\$888.00

NOTE: Funded through the ESEA Title I Grant.

25. The recommendation of the Superintendent to approve the following **FAMILY MATH NIGHT, ADVISORS, and HOURS** for the 2024-2025 school year, at the hourly rate of \$37.00, per Board of Education/WMEA Agreement - Account: 20-280-200-101-10-50-XXX - ESEA Title IV Grant:

<u>Advisor</u>	<u>School</u>	<u>Hours</u>	<u>Payment</u>
COLLEEN BEGLEY	Marshall Hill	3.5	\$129.50
CHRISTINE GENARDI-FISHER	Marshall Hill	3.5	\$129.50
TARA GUARINO	Marshall Hill	3.5	\$129.50
RACHEL LEHR	Marshall Hill	3.5	\$129.50
KELLYANN MCKEAN	Marshall Hill	3.5	\$129.50
SHAWN RHINESMITH	Marshall Hill	3.5	\$129.50
KRISTEN SEIBERT	Marshall Hill	3.5	\$129.50

NOTE: Funded through the ESEA Title IV Grant.

26. The recommendation of the Superintendent to approve the following **MENTOR TEACHER PAYMENT** for the 2024-2025 school year:

<u>Provisional Teacher</u>	<u>Payment</u>	<u>Mentor Teacher</u>
JUDITH BRAUBURGER	\$400.00	Vincenza Certosimo

27. The recommendation of the Superintendent to approve the following **COLLEGE STUDENT(S)** for the purpose of classroom observation for the 2024-2025 school year, at no cost to the District:

<u>Student</u>	<u>College</u>	<u>School(s)</u>	<u>Subject/Grade</u>
KATHERIN GARCIA	University of Hartford	Macopin High School	Music/6-12

XIV. PERSONNEL/STUDENT AFFAIRS - Mrs. Van Dyk, Chairperson - Continued

(28.) The recommendation of the Superintendent to approve the appointment of **JAMES SCHRAM**, Maintenance Mechanic HVAC, Operations (PC#45.17.M5.BDC), at the annual salary of \$60,989.00 (Step 2) (prorated), with health benefits and a 180-day probationary period, effective January 2, 2025, through June 30, 2025, per Board of Education/WMCMA Agreement. (Replaces Gillen) Account: 11-000-261-110-10-10-000

NOTE: Pending medical and fingerprint clearance. Salary may be adjusted pending the completion of contract negotiations.

ROLL CALL FOR ITEMS #1 THROUGH #28:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Van Dyk	Yes	Mrs. Racano	Yes	Mrs. Dwyer	Yes
Mr. Cytowicz	Absent	Mrs. Romeo	Yes	Mrs. Marquard	Yes
Mrs. Jurgensen	Yes	Mr. Lippe	Yes	Mrs. Lockwood	Yes*

*Mrs. Lockwood "Abstained" on item #2.

The **MOTION PASSED**.

XV. OPERATIONS & FINANCE - Mr. Peter Lippe, Chairperson

Motion by Mr. Lippe, seconded by Mrs. Marquard, to approve the following agenda items #1 through #8:

DISCUSSION: Mr. Lippe spoke about item #1. Dr. Kitchin noted that all of the items under item #1 are being submitted to our insurance carrier for approval. Dr. Kitchin also thanked Mr. Douglas Glenn for all of his effort in coordinating these repairs.

Mrs. Romeo inquired about item #2, asking what the timeline is on this audit. Mr. Scholts responded to her inquiry, and provided additional information.

1. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, on or about November 25, 2024, the Macopin School building was experiencing an electrical issue; and

WHEREAS, the electrical conditions presented dangers of continued damage to the school facility; and

WHEREAS, the District facilities' personnel determined that the conditions presented an "immediate emergency" affecting health and safety, and communicated those conditions to the School Business Administrator who authorized the immediate award of an electrical contract, a generator rental contract, and a contract for an emergency pump replacement and installation, for the repair of the emergency condition;

NOW, THEREFORE, BE IT RESOLVED, that the West Milford Board of Education hereby authorizes payment pursuant to the "Emergency Contracts" provision of the New Jersey Public School Contracts Law, N.J.S.A. 18A:18A-7, permitting the contract for work without competitive bid for work performed by the following vendors:

XV. OPERATIONS & FINANCE - Mr. Lippe, Chairperson - Continued

1. (Continued)

KIEFFER ELECTRIC, INC.

Branchville, New Jersey \$11,728.70 (Electrical)

UNITED RENTALS

Ridgefield Park, New Jersey \$11,770.16 (Generator Rental)

BSE WELL AND WATER TREATMENT

West Milford, New Jersey \$17,800.00 (Emergency Pump)

This approval is in accordance with N.J.S.A. 18A:18A-7, and District policy and regulation #6424.

2. The recommendation of the Superintendent to approve a proposal from **LMS EDUCATIONAL CONSULTING**, Sparta, New Jersey, for professional services to conduct a Comprehensive Special Education Audit for the 2024-2025 school year, in the amount not to exceed \$15,125.00. (Documentation provided electronically.)
3. The recommendation of the Superintendent to approve a proposal from **LAN ASSOCIATES**, Midland Park, New Jersey, for Continued Environmental Investigative Services at the Transportation Depot in the amount of \$125,000.00. (Documentation provided electronically.)
4. The recommendation of the Superintendent to **RESCIND** a *previously approved resolution (June 2024)* for an agreement with **FLEETSOFT**, Plano, Texas, for Fleet Maintenance software licensing, web and mobile hosting, annual support and maintenance, in the amount of \$10,895.00, retroactive from June 26, 2024, through June 30, 2025.
5. The recommendation of the Superintendent to approve an agreement with **TRANSFINDER CORPORATION**, Schenectady, New York, for Servicefinder - Asset Management Solution software licensing, web and mobile hosting, annual support and maintenance, in the amount of \$6,750.00, effective December 18, 2024, through June 30, 2025.
6. The recommendation of the Superintendent to approve the award of a contract for the purchase of two (2) 2024 Ford F-350 Pick-Up Trucks, to **ALL AMERICAN FORD OF PARAMUS**, Paramus, New Jersey, through membership with the **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY**, Cooperative Purchasing Agreement, School Bus Bid# ESCNJ 23/24-11, for a total purchase price of \$117,660.00, and to finance said purchase through **MUNICIPAL CAPITAL FINANCE**, Allentown, Pennsylvania, with a four (4) year lease/purchase term. (Documentation provided electronically.)
7. The recommendation of Superintendent to approve the **REVISED SUBSTITUTE PAY RATES**, effective January 1, 2025, for the remainder of the 2024-2025 school year. (Documentation provided electronically.)
8. The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Board Office Staff, at the mileage rate established by the Board. (Documentation provided electronically.)

XV. OPERATIONS & FINANCE – Mr. Lippe, Chairperson – Continued

ROLL CALL FOR ITEMS #1 THROUGH #8:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Lippe	Yes	Mrs. Dwyer	Yes	Mrs. Marquard	Yes
Mrs. Racano	Yes	Mr. Cytowicz	Absent	Mrs. Van Dyk	Yes
Mrs. Jurgensen	Yes	Mrs. Romeo	Yes*	Mrs. Lockwood	Yes

*Mrs. Romeo "Recused" on item #7.

The **MOTION PASSED.**

Motion by Mr. Lippe, seconded by Mrs. Racano, to approve the following agenda item #9:

- The recommendation of the Superintendent to approve the **PAYROLL** of November 29, 2024 and December 13, 2024, in the amount of \$4,507,340.52. (Documentation provided electronically.)

ROLL CALL FOR ITEM #9:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Lippe	Yes	Mrs. Dwyer	Yes	Mrs. Marquard	Abstain
Mrs. Racano	Yes	Mr. Cytowicz	Absent	Mrs. Van Dyk	Abstain
Mrs. Jurgensen	Yes	Mrs. Romeo	Recuse	Mrs. Lockwood	Yes

The **MOTION PASSED.**

Motion by Mr. Lippe, seconded by Mrs. Van Dyk, to approve the following agenda items #10 through #13:

- The recommendation of the Superintendent to approve the **LIST OF BILLS/VENDORS** for the period ending December 17, 2024, in the amount of \$2,644,997.72. (Documentation provided electronically.)
- The recommendation of the Superintendent to approve the following **TRANSFER OF FUNDS RESOLUTION** for the period ending **December 17, 2024:**

BE IT RESOLVED, by the Board of Education of the Township of West Milford that the following transfers made on the financial records of the Board affecting the **2024-2025** budget be affirmed and approved. (See folder insert.)

Total transfers in the amount of \$414,557.21.

- The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, the Agenda file of **December 17, 2024** Regular Meeting of the Board contains the A148 Report of the Secretary and the A149 Treasurer's Monthly Report; and

XV. OPERATIONS & FINANCE - Mr. Lippe, Chairperson - Continued

12. (Continued)

WHEREAS, both the A148 and A149 are in agreement with the cash balance in the Governmental Funds of:

\$14,934,313.79 as of October 31, 2024; therefore

BE IT RESOLVED, that the Report of the Secretary and the Treasurer’s Monthly Report be accepted. (Documentation provided electronically.)

13. The recommendation of the Superintendent to approve the following Resolution:

RESOLVED, that the Board certify as of October 31, 2024, after review of the Secretary’s Monthly (A-148) Report and Treasurer’s Monthly Report (A-149), and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over-expended in accordance with N.J.A.C. 6A:23A-13.3 and 6A:23A-16.10, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

ROLL CALL FOR ITEMS #10 THROUGH #13:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Lippe	Yes	Mrs. Dwyer	Yes	Mrs. Marquard	Yes
Mrs. Racano	Yes	Mr. Cytowicz	Abstain	Mrs. Van Dyk	Yes
Mrs. Jurgensen	Yes	Mrs. Romeo	Yes	Mrs. Lockwood	Yes

The **MOTION PASSED**.

XVI. POLICY - Mr. William Cytowicz, Chairperson

Motion by Mr. Cytowicz, seconded by Mrs. Marquard, to approve the following agenda items #1 and #2:

DISCUSSION: Mr. Lippe spoke about items #1 and #2. Mrs. Romeo also spoke about items #1 and #2. Dr. Kitchin clarified regarding item #1, that there is a Policy in place for Honoring Student Achievement, but there was not a Regulation in place. He also spoke about the Policy Committee and what was discussed on this item.

1. The recommendation of the Superintendent to approve the second reading of a **new REGULATION** entitled, "Honoring Student Achievement." (Code 5440) (Documentation provided electronically.)
2. The recommendation of the Superintendent to approve the second reading of a **new POLICY** entitled, "Expectations for Conduct at Interscholastic Competitions/Events." (Code 9161.1) (Documentation provided electronically.)

XVI. POLICY - Mr. Cytowicz, Chairperson - Continued

ROLL CALL FOR ITEMS #1 AND #2:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Cytowicz	Yes	Mrs. Racano	Yes	Mrs. Marquard	Yes
Mrs. Jurgensen	Yes	Mrs. Romeo	Yes	Mr. Lippe	Yes
Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes	Mrs. Lockwood	Yes

The **MOTION PASSED.**

XVII. NEGOTIATIONS - Mrs. Tara Racano, Chairperson

Motion by Mrs. Racano, seconded by Mr. Cytowicz, to approve the following agenda items #1 and #2:

- (1.) Upon the recommendation of the Superintendent, the Board authorizes the Board President to execute two (2) Sidebar Agreements with the West Milford Education Association (WMEA), for the 2024-2025 school year. (Documentation provided electronically.)
- (2.) **BE IT RESOLVED**, that the West Milford Board of Education ratifies the Memorandum of Agreement and salary guides with the West Milford Custodial and Maintenance Association, for the period retroactive from July 1, 2024, through June 30, 2025; and

BE IT FURTHER RESOLVED, that the Board President and Board Secretary are authorized to execute the final contract documents, once placed in a form acceptable to Board Counsel.

ROLL CALL FOR ITEMS #1 AND #2:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Racano	Yes	Mr. Lippe	Yes	Mrs. Marquard	Yes
Mrs. Dwyer	Yes	Mr. Cytowicz	Yes	Mrs. Van Dyk	Yes
Mrs. Jurgensen	Yes	Mrs. Romeo	Abstain	Mrs. Lockwood	Yes

The **MOTION PASSED.**

XVIII. COMMITTEE REPORTS/LIAISONS

Parks & Recreation - Mrs. Dwyer - No report.

Safety - Mrs. Racano/Mrs. Dwyer - No report. Dr. Kitchin indicated there will be a meeting in January 2025, now that we have finished and received the final report on all of the individual site audits.

Superintendent's Roundtable - Mrs. Racano/Mrs. Van Dyk - Mrs. Van Dyk indicated that the meeting was on December 12, 2024. The school calendars were discussed and a few questions were asked, and Dr. Kitchin provided more information on this. Progress reports were discussed, as well as parent/teacher conferences and feedback from the parents to see if the Elementary conferences will continue to stay in January.

XVIII. COMMITTEE REPORTS/LIAISONS - Continued

Superintendent's Roundtable (cont'd) - Other topics discussed included presentation nights and no conflicts; Kindergarten registration and when it will be open; upgrade to the website and the timeline, and if the athletic calendar will be added to that; late buses for the Winter and Spring; and hiring more bus drivers.

Passaic County School Boards Association - Mrs. Lockwood - No report.

New Jersey School Boards Association - Mr. Cytowicz indicated that all who attended the NJSBA Workshop felt it was very informative, and Board members brought back a lot of great ideas. He thanked the Board members that attended. He hopes that the Board continues to make sure that they enrich themselves in a professional development sense at all times, and that great things will come of it. Mrs. Lockwood attended the Delegate Assembly, and indicated there were six out of seven resolutions that were considered that passed. She stated it was an amazing day and very eye-opening. She also spoke about the NJSBA Workshop, and feels that every Board member should do it at least once, as it is a great professionally structured experience.

Legislative - Mr. Cytowicz/Mr. Lippe - No report.

Technology Oversight - Mr. Lippe/Mrs. Marquard - No report.

Township/Board of Education Joint Committee - Mr. Cytowicz/Mrs. Romeo/Mrs. Van Dyk/Mrs. Lockwood - No report.

West Milford Municipal Alliance - Mrs. Van Dyk/Mrs. Jurgensen - Mrs. Van Dyk indicated the WMMA met on Monday, December 9th but unfortunately they did not have a quorum. They discussed a recent survey that went out to the public on the opioid money that the community has received and how they want to utilize it, with a presentation to the West Milford Council on December 11th. Other topics discussed included changes to the meetings in 2025, and the Wellness Family Fun Festival on April 5th at West Milford High School. The WMMA will have their next meeting on January 13th. Mrs. Van Dyk will not be able to attend, and asked if anyone would like to attend in her absence.

Special Education Parent Advisory Committee (SEPAC) - Mrs. Marquard/Mrs. Lockwood - No report. Dr. Ressa indicated that the next meeting will be on January 13, 2025, at 7:00 p.m., at Highlander Academy.

XIX. OLD BUSINESS

Mrs. Romeo inquired about the Board attorney, and if the Board was told that Mr. Brown would not be able to attend this evening. Mrs. Lockwood indicated that it was discussed in the Committee meetings.

Motion by Mrs. Romeo, seconded by Mrs. Racano, to close Old Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XX. NEW BUSINESS

Motion by Mr. Lippe, seconded by Mr. Cytowicz, to approve the following Resolution:

XX. NEW BUSINESS - Continued

WHEREAS, Mrs. Kate Romeo has served as a prominent member of the West Milford Board of Education from January 2019 until December 2024; and

WHEREAS, Mrs. Romeo has diligently chaired the Policy Committee, served on the Education Committee, Personnel Committee, Operations & Finance Committee, and Policy Committee, and was a liaison for the West Milford Municipal Alliance Committee (formerly known as CASA), the Legislative Committee, and the Township/Board of Education Committee; and

WHEREAS, Mrs. Romeo also served as the Board President from January 2023 until December 2023; and

WHEREAS, Mrs. Romeo held uppermost the welfare of our students in her decisions and served with great skill and dedication; and

WHEREAS, her service on the Board has brought her the respect of her colleagues on the Board, the administrative staff, and the teaching and support staff;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education, on behalf of the grateful community, publicly acknowledges and expresses its sincerest appreciation to Mrs. Romeo for her outstanding contributions to the West Milford Township Public School District; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of the Workshop/Regular Meeting of the Board of Education of December 17, 2024, and presented to Mrs. Kate Romeo.

Dr. Kitchin presented a plaque of recognition for her service on the Board to Mrs. Romeo.

DISCUSSION: Mr. Cytowicz thanked Mrs. Romeo for serving on the Board, and thanked her for all of the passion she has brought to the table before the Board. He expressed it has been an honor to work with her.

Mrs. Racano expressed that she has known Mrs. Romeo for 30 years, and that they went to High School together. Mrs. Racano stated she appreciates their mutual respect for each other, and for everything Mrs. Romeo has taught her over the years.

Mr. Lippe also thanked Mrs. Romeo for her service on the Board and bringing her passion.

Mrs. Jurgensen spoke about Mrs. Romeo, and how she was one of the best teachers she had ever had. She feels that Mrs. Romeo is the reason that she is sitting as a Board member today, and she is sad that Mrs. Romeo is leaving.

Mrs. Dwyer stated she has known Mrs. Romeo for many years, and expressed that it has been a pleasure serving with her on the Board, and wished her good luck.

Dr. Kitchin expressed he has not known Mrs. Romeo for that long but feels in a short span, they have gotten to know each other pretty well. He knows how much she cares about this community, and thanked her for her dedication and service.

Mrs. Lockwood also thanked Mrs. Romeo for her years of service on the Board, and thanked her for her passion for what she does.

XX. NEW BUSINESS - Continued

Mrs. Romeo addressed the Board and the community, and with gratitude and emotion said goodbye. She spoke about her experience and her journey of growth, learning, and service over the last six (6) years of being a Board member. She spoke about the administrators that she has worked with over the last six years, and her desire to make a difference on the Board. She has tried to protect the hearts of the community, the hearts of the students, and the hearts of the families who trust in the Board to guide their children on their educational journey, knowing her decisions had an impact on someone's future. She is proud of the work that the Board has done together over the last six (6) years, and the deep sense of community that they share. She started on the Board prior to COVID and saw how strong the Board was enduring many difficulties, and how good decisions were made together. Sometimes the path is not easy, and she feels that no one should ever not feel safe in a volunteer position, even when people disagree. She appreciates all of the Board members who stated that there must be a mutual respect for each other, even though you do not agree. She stated she has always been transparent in her actions on the Board, and has consistently advocated for the students and the staff. She is thankful to her family and her friends for their unwavering support for her during her time on the Board, and thanked her husband and her son. She also thanked the rest of her family, the Board, the Administration, the teachers and the staff, and the parents for entrusting her with this responsibility. She expressed that she will always be cheering for our District, and supporting the work that the Board will continue to do.

Motion by Mr. Lippe, seconded by Mrs. Romeo, to reopen New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

Motion by Mr. Cytowicz, seconded by Mr. Lippe, to approve the Resolution for Mrs. Romeo.

VOICE VOTE: All in Favor. MOTION PASSED.

Motion by Mr. Cytowicz, seconded by Mrs. Marquard, to close New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XXI. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS (PLEASE SIGN IN)

All speakers will have five (5) minutes to speak until a period of thirty (30) minutes transpires. Before speaking, please state your name, group affiliation and address for the record. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. After speaking, all speakers are asked to sign the register provided and give their full name, group affiliation, and their address.

All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

All speakers are expected to have read the statement within the agenda regarding the regulations concerning public comments.

Members of the public are reminded that they are legally responsible and liable for their comments.

XXI. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS - Continued

Courtney Stephenson, 307 Ridge Road, West Milford. Mrs. Stephenson spoke as the Co-President of the Highlander Education Foundation, and provided the Board and the community with several updates from the organization. The next public meeting of the Highlander Education Foundation will be held on January 7, 2025, at 7:00 p.m., and is virtual. Mrs. Stephenson also spoke about Mrs. Romeo and expressed that not only is she passionate, but she is smart, has such knowledge about the business of education, and has the urgency that is needed to help move their organization forward. She stated that this will not be the last that the Board sees of Mrs. Romeo. She then distributed copies of the "Highlander Highlight" to Board members for review, which highlighted firefighters and volunteer firefighters in town.

Dr. Kitchin thanked Mrs. Stephenson and the Highlander Education Foundation for sharing all of the information with the Board and the community, and he looks forward to hearing more about updates from the Foundation. He also thanked them for their flexibility and explained a scheduling conflict with the Foundation and a Harlem Wizards fundraising event and the High School play, and being willing to change their date.

Motion by Mr. Lippe, seconded by Mr. Cytowicz, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XXII. EXECUTIVE SESSION

At 8:06 p.m., Mrs. Racano made a motion, seconded by Mr. Cytowicz, to go into Executive Session for the purpose of discussing personnel appointments, resignations, current litigation matters, special education matters, negotiations, and matters of attorney/client privilege.

The executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable. The Board will be in Executive Session for approximately fifteen (15) minutes. Action will not be taken, and the Board will adjourn from Executive Session.

VOICE VOTE: All in Favor. MOTION PASSED.

Mrs. Lockwood wished everyone a Happy Holiday season.

Respectfully submitted,

**William Scholts
Board Secretary**