

**BOARD OF EDUCATION
WEST ESSEX REGIONAL SCHOOL DISTRICT
REGULAR MONTHLY MEETING
December 13, 2021
Board Secretary's Memorandum**

EXECUTIVE SESSION: 7:00 PM

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits boards of education to meet in closed session to discuss certain matters;

NOW, THEREFORE, BE IT RESOLVED, that the West Essex Regional Board of Education adjourns to Executive Session to discuss Personnel, Student, Negotiations and/or Litigation matters; and

BE IT FURTHER RESOLVED, that public release of these discussions will occur when the need for confidentiality no longer exists.

OPEN MEETING:

The Board will reconvene from Executive Session and Ms. Maryadele Wojtowicz, President, will preside and voice the call to order at 7:30 p.m.

Pledge of Allegiance

ROLL CALL:

Ms. C. Egan
Ms. A. Fahey
Ms. J. Marcus
Mr. F. Perrotti
Mr. A. Rubinich
Ms. D. Sacco-Calderone – Vice-President
Ms. J. Skelton
Mr. R. Stampone
Ms. M. Wojtowicz - President

Administration:

Mr. Damion Macioci, Superintendent of Schools
Ms. Melissa Kida, Board Secretary/Business Administrator

PUBLIC NOTICE OF MEETING:

Notice of the December 13, 2021 meeting of the Board of Education was e-mailed to the Clerks of the Boroughs of Essex Fells, North Caldwell and Roseland and to the Township of Fairfield, and to the editor of The Progress on January 7, 2021 and The Star Ledger on the same day.

West Essex Regional Board of Education
AGENDA – December 13, 2021

BOARD PRESIDENT’S REPORT:

SUPERINTENDENT’S REPORT:

- **Harassment, Intimidation & Bullying** presentation given by **Juliann Hoebee**, WEHS Assistant Principal; and **Luisa Tamburri**, WEMS Assistant Principal.
- **Principals’ Reports**
- **Director of Curriculum’s Report**

AUDIT PRESENTATION:

Man Lee, a representative of **Nisivoccia, LLP**, the district’s auditing firm, will present the CAFR and Management Report for the 2020/2021 Fiscal Year.

COMMENTS FROM BOARD MEMBERS: (any new or old business)

BOARD COMMITTEE REPORTS/COMMENTS:

PUBLIC COMMENTS:

Ms. Wojtowicz will open the floor to the public for comments on agenda items.

(In accordance with Bylaw #0167, a copy of which is available on the District’s website, the Board is now opening the meeting for a period of public comment. Please remember to announce your name, place of residence, and group affiliation, if appropriate. Your statements will be limited to three (3) minutes in duration. The Board will, of course, consider your comments as they relate to its obligations to effectively govern the West Essex School District.)

West Essex Regional Board of Education
FINANCE– December 13, 2021

The following finance motions are made at the recommendation of the Superintendent of Schools:

CONSENT AGENDA

Anything placed on this agenda, Items 1- 15, will be voted upon in one motion.

Motion by _____ Seconded by _____ to approve the following motions:

1. To approve the Secretary's and Treasurer's Reports for **October, 2021**, in the amount of **\$15,738,612.59** Pursuant to N.J.A.C. 6A:23-2.11(a), the West Essex Regional School District Board of Education acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of **October, 2021**, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Enclosures 1F – 49F

2. To approve the attached transfer report from **October 1, 2021 through October 31, 2021**.

Enclosure 50F

3. To approve the bills and claims **check number 047890 through check number 047901 and check number 047903 through check number 047909 and check number 047911 through check number 047996 and check number 047998 through check number 048002 and check number 048004 through check number 048056 and check number 048058 through check number 048068 and check number 510674 through check number 510675.**

Payroll check number 501025 through check number 501026.

Void check numbers 047902, 047910, 047997, 048003, 048057

Totaling: \$2,155,327.69

Enclosures 51F – 56F

4. To approve the **Student Activity Check Register** from **October 30, 2021 through December 10, 2021, check number 12861 through check number 12890 and check number 12892 through check number 12965 and check number 12967 through check number 13001.**

Void check numbers 12452, 12453, 12847, 12891, and 12966

Totaling: \$154,327.43

Enclosures 57F – 74F

5. To approve the Regular Meeting Minutes of **November 1, 2021**.

Enclosures 75F – 88F

6. To approve the Executive Session Minutes of **November 1, 2021**.

Enclosure 89F

West Essex Regional Board of Education
FINANCE– December 13, 2021

7. To approve the Regular Meeting Minutes of **November 17, 2021**.

Enclosures 90F – 96F

8. To approve the Executive Session Minutes of **November 17, 2021**.

Enclosures 97F – 98F

9. To approve the service/consulting agreement with **IMAC Insurance Management & Consulting** serving as the **Agent and Broker of Record** for the School Employees' Health Benefits Program for health insurance for the West Essex Regional School District, at a cost of \$65,000, for the period of January 1, 2022 through December 31, 2022.
10. To approve the **Comprehensive Annual Financial Report (CAFR)** for the fiscal year ended June 30, 2021, as prepared by the Business Office, and the Auditor's Management Report on Administrative Findings, as presented, prepared by Nisivoccia, LLP, Certified Public Accountants.
11. To approve the **Corrective Action Plan** for the 2020/2021 annual audit prepared by the Board Secretary/School Business Administrator and reviewed by the Board Finance Committee, and authorize the Board Secretary/School Business Administrator to forward same to the County Superintendent of Schools.

Enclosure 99F

12. To approve the ice hockey co-operative agreement between the Caldwell/West Caldwell School District and West Essex Regional School District for the 2021/2022 and 2022/2023 seasons, pending NJSIAA approval.
13. To accept, as per West Essex Regional Board of Education Policy and Regulation #7230, the donation in the amount of **\$100.00**, from an anonymous donor for the West Essex High School Band Program.
14. To approve **Bayada Home Health Care** to provide in-district substitute Registered Nursing Services, as needed, for the 2021/2022 school year, at a rate of \$65.00 per hour, pending Board Attorney review.
15. To approve the proposal from **BCS Insurance Company** to provide cyber liability and privacy coverage for the West Essex Regional School District, effective January 1, 2022 through December 31, 2022, at a cost of \$17,886.00.

ROLL CALL: Yes:
No:
Abstain:
Absent:

West Essex Regional Board of Education
PERSONNEL – December 13, 2021

The following personnel motions are made at the recommendation of the Superintendent of Schools:

CONSENT AGENDA

Anything placed on this agenda, Items 1- 20, will be voted upon in one motion.

Motion by _____ Seconded by _____ to approve the following motions:

1. To approve the appointment of **Antoinette Thompson-Duncan** as a Custodian, Monday-Friday (6:00AM-2:30PM), assigned to West Essex Regional Middle School effective January 3, 2022, for the 2021/2022 school year, at an annual salary of \$57,630, pro-rated, which is Step 16 of the 2021/2022 Custodial Salary Guide.
[NOTE: Ms. Thompson-Duncan replaces Danuta Zdeb, who retired.]
2. To approve the appointment of **Edward E. Doncoes III** as a Maintenance Worker/Electrician, (6:30AM-3:00PM, Monday-Friday), assigned to the West Essex Regional School District, effective January 3, 2022, pending receipt of mandatory paperwork in accordance with N.J.S.A. 18-A:6-7.9, for the 2021/2022 school year, at an annual salary of \$72,699.91, pro-rated for lesser service, which is Step 16 of the 2021/2022 Maintenance Salary Guide (\$64,941.00) plus valid NJ electrician's license stipend (\$7,758.91).
[NOTE: Mr. Doncoes replaces Michael Tesauro, who retired.]
3. To approve the appointment of **Violet Capria** as a permanent substitute teacher assigned to the West Essex Regional School District, effective December 14, 2021, for the 2021/2022 school year, pending receipt of mandatory paperwork in accordance with N.J.S.A. 18-A:6-7.9, at an annual salary of \$30,000 per year, pro-rated, plus single benefits.
[NOTE: Ms. Capria replaces Laura Mirsik, who resigned.]
4. To approve the appointment of **Christina Ciolto** as a substitute teacher/substitute aide assigned to the West Essex Regional School District, for the 2021/2022 school year, pending receipt of mandatory paperwork in accordance with N.J.S.A. 18-A:6-7.9, at the rate of \$100.00 per day.
5. To approve the appointment of **Martin Stewart** as a Substitute Custodian, assigned to the West Essex Regional School District, for the 2021/2022 school year, as needed, pending receipt of mandatory paperwork in accordance with N.J.S.A. 18-A:6-7.9, at the rate of \$15.00 per hour.
6. To approve a family leave of absence, without pay, with benefits, for **Catherine Abendschoen**, Special Education aide assigned to West Essex Regional High School, from **December 7, 2021** through **December 23, 2021**, with a return date of **January 3, 2022**.
7. To approve a family leave of absence, without pay, with benefits, for **Eric Johnson**, Science teacher assigned to West Essex Regional High School, from **January 3, 2022** through **March 25, 2022**, with a return date of **March 28, 2022**.

West Essex Regional Board of Education
PERSONNEL – December 13, 2021

8. To *amend* **Personnel Motion #5** previously approved at the **August 30, 2021** Board meeting approving a maternity/disability leave of absence for **Danielle Purciello**, STEM teacher assigned to West Essex Regional Middle School, to read: effective January 10, 2022 through **May 30, 2022**, with a return date of **May 31, 2022**.

9. To *amend* **Personnel Motion #9** previously approved at the **September 13, 2021** Board meeting approving Schedule B High School Advisor for the 2021/2022 school year, as per WEEA contract, to read:

| CLUB/ACTIVITY | NAME | STIPEND |
|-------------------------|--|----------------------------|
| Robotics Club Assistant | Danielle Purciello <i>(September through January 7th)</i> | \$1,374 <i>(pro-rated)</i> |

10. To approve the following Schedule B High School Advisors for the 2021/2022 school year, as per WEEA contract:

| CLUB/ACTIVITY | NAME | STIPEND |
|-------------------------|---|----------------------------|
| Robotics Club Assistant | Christopher Conroy <i>(January 10th thru June)</i> | \$1,374 <i>(pro-rated)</i> |
| FBLA | Dean Ratajczak <i>(October 25th thru June)</i> | 1,158 <i>(pro-rated)</i> |

11. To *rescind* the appointment of **Gabriel Maffei** as the MS Yearbook – Steppingstone Advisor, for the 2021/2022 school year.

12. To *amend* **Personnel Motion #10** previously approved at the **September 13, 2021** Board meeting approving Schedule B Middle School Advisor for the 2021/2022 school year, as per WEEA contract, to read:

| CLUB/ACTIVITY | NAME | STIPEND |
|---------------|--|----------------------------|
| STEM Club | Danielle Purciello <i>(September through January 7th)</i> | \$1,436 <i>(pro-rated)</i> |

13. To approve the following Schedule B Middle School Advisors for the 2021/2022 school year, as per WEEA contract:

| CLUB/ACTIVITY | NAME | STIPEND |
|------------------------------|---|----------------------------|
| Library After-School Advisor | Ruth Bolger | \$59 |
| Rogate | Bonnie Jing | \$606 |
| STEM Club | Tim Shea <i>(January 10th thru June)</i> | \$1,436 <i>(pro-rated)</i> |
| Yearbook – Steppingstone | Gabriel Maffei/Matthew Gruby | \$4,642 <i>(split)</i> |

14. To approve the appointment of **Jessica Maidman** as a volunteer for the Masquers Theater program for the 2021/2022 school year.

15. To approve the following additional individuals to work throughout the 2021/2022 athletic seasons, at the rates listed in Schedule E – Sports Non-Coaching Positions:

Joseph Minniti
Heidi Monkowski

16. To approve the following **Mentoring Position**, effective November 16, 2021, for the 2021/2022 school year:

- Alicia Perez for Jessica Maidman

West Essex Regional Board of Education
PERSONNEL – December 13, 2021

17. To approve the following staff members to work, as needed, as After-School Instructors for the WEMS academic support program, “**Knight Squad**,” for the 2021-2022 school year, with sessions to be held on Tuesdays, Wednesdays and Thursdays, from 2:40 PM to 3:40 PM, at the stipend amount of \$54 per session, with no more than two (2) staff members remaining until 4:00 PM, as needed, in order to provide proper supervision for the program’s students until the late bus arrives. Payments are to be allocated through Title I funds, not to exceed \$40,000.00:

| | | |
|------------------|--------------|---------------|
| Carly Crescibene | Zlata Danese | Genna Solari |
| Nicolette Culkin | Nicole Silva | Lanaya Torres |

18. To approve **Joseph Velardi** as a school volunteer for the 2021/2022 school year.
19. To approve the following volunteer coaching appointments for the **2021/2022 Winter** season:

| | |
|-----------------------|---|
| Joseph Minniti | 7/8 th Grade Boys Basketball |
| Richard Craine | Fencing |
| Nick Hughes | Wrestling |
| Thomas Ruane | Wrestling |

20. To approve the following **2021/2022 Winter** Coaching appointment:

| <u>SPORT</u> | <u>CANDIDATE</u> | <u>POSITION</u> | <u>STEP</u> | <u>STIPEND</u> |
|---------------------|------------------|-----------------|-------------|----------------|
| <u>Winter Track</u> | Gary Collucci | Assistant Coach | 5 | \$5,013 |

ROLL CALL: Yes:
 No:
 Abstain:
 Absent:

West Essex Regional Board of Education
CURRICULUM/SPECIAL EDUCATION – December 13, 2021

The following curriculum/special education motions are made at the recommendation of the Superintendent of Schools:

CONSENT AGENDA

Anything placed on this agenda, Items 1 - 9, will be voted upon in one motion.
Motion by _____ Seconded by _____ to approve the following motions:

1. To approve the following field trip request:

| Class/Teacher | Destination | Educational Justification | Date(s) |
|---------------|------------------|---|--------------------|
| Massa, James | Philadelphia, PA | Supplement the Social Studies curriculum and, to some extent, Math and English curriculum | Friday 04/08/22 |

2. To approve the following request for Professional Development:

| Employee Name | Conference/Workshop | Location | Date(s) | Expenses |
|-----------------|---|-------------------|-----------------------------|--|
| Swanick, Lisa | 2022 NJMEA State Conference | Atlantic City, NJ | Thurs-Sat 02/24-02/26/22 | Conference Fee: \$85.00 Personal Expenses: Not to Exceed \$478.40 |
| Rowen, Melissa | Accelerating Your Students' Math Learning & Engagement with DESMOS Activity Builder | West Orange, NJ | Wednesday 02/09/21 | Conference Fee: \$279.00 |
| Moleen, Kaitlin | Society for Classical Studies Annual Meeting | On-line | Friday 01/07/22 | Conference Fee: \$40.00 |
| Purcell, Marie | Intervention & Referral Svcs/504:Perfect Together | On-line | Thursday 01/20/22 | Conference Fee: \$199.00 |
| Hulse, Lisa | Intervention & Referral Svcs/504:Perfect Together | On-line | Thursday 01/20/22 | Conference Fee: \$199.00 |
| Kida, Melissa | School Law & Legislation Update | On-line | Tuesday 02/22/22 | Conference Fee: \$100.00 |

3. To approve Montgomery Academy to provide Extraordinary Aide Services for out-of-district **Student ID#2400667** beginning November 30, 2021, for the remainder of the 2021/2022 school year:

| Student | Out of District School | Tuition |
|-----------------------------|--|--|
| Student ID # 2400667 | Montgomery Academy 188 Mt. Airy Road Basking Ridge, NJ 07920 (908) 766-0362 | <u>Tuition</u> - \$69,658.20 September 2021- June 2022 <u>Extraordinary Services</u> – \$31,500 (<i>pro-rated</i>) Aide added November 30, 2021-June 2022 |

4. To approve *Essex Regional Educational Services Commission* as a provider of home instruction to West Essex Regional District students for the 2021/2022 school year at an hourly rate of \$55.00 per hour.

West Essex Regional Board of Education
CURRICULUM/SPECIAL EDUCATION – December 13, 2021

5. To approve *Essex Regional Educational Services Commission* as a provider of Child Study Team services to West Essex Regional District for the 2021/2022 school year at rate of \$400.00 per Social Assessment; \$400.00 per Educational, Psychological, and Speech evaluation; \$500.00 per Bilingual evaluation; \$450.00 per Physical and Occupational Therapy evaluations; and \$125.00 per LDTC, Social Worker, and/or School Psychologist for attendance at CST meetings.
6. To approve the 2021/2022 Special Education Student Transportation Reimbursement contract, as attached, between the West Essex Regional School District and the parents of **Student ID #2500897**, for disbursement of transportation expenses in the amount of \$3,660.
7. To approve the formation of a new Schedule B Club/Activity at the middle school for the 2021/2022 school year named the “**Acting Club**” with Christa Rizzo as the advisor.

[**NOTE:** Ms. Rizzo will not be paid this year. If the club is successful, and is recommended for next year, a stipend will be negotiated.]

8. To *amend* Curriculum/Special Education Motion #17 previously approved at the **June 14, 2021** Board meeting approving enrollment of the following Special Education tuition student for the 2021/2022 school year, as follows:

| Sending District | Student ID# | Cost Per Student | Effective Date |
|---------------------|-------------|--------------------|---|
| Caldwell/W Caldwell | M.G. | <u>\$19,839.60</u> | 9/9/2021-12/10/21 (3 days/wk) 12/13/21-1/28/22 (4 days/wk) 2/1/22-6/22/22 (5 days/wk) |

9. To *amend* Curriculum/Special Education Motion #1 previously approved at the **November 1, 2021** Board meeting approving requests for Professional Development, to read:

| Employee Name | Conference/Workshop | Location | Date(s) | Expenses |
|---------------------|----------------------------|-------------------|--------------------------|---|
| Spinella, Catherine | NJASL 2021 Fall Conference | Atlantic City, NJ | Mon-Tues 12/6-12/7/21 | Conference Fee: \$239.00 Personal Expenses: Not to Exceed <u>\$261.60</u> |

ROLL CALL: Yes:
 No:
 Abstain:
 Absent:

West Essex Regional Board of Education
MISCELLANEOUS – December 13, 2021

The following miscellaneous motions are made at the recommendation of the Superintendent of Schools:

CONSENT AGENDA

Anything placed on this agenda, Items 1 - 6, will be voted upon in one motion.

Motion by _____ Seconded by _____ to approve the following motions:

1. To approve West Essex Regional School District's Reorganization meeting to be held on Wednesday, January 5, 2022 at 7:00 PM.
2. To approve a Special Board Meeting for the purpose of a Board Retreat to be held on Saturday, January 8, 2022 at 9:00 AM.
3. To approve the semi-annual **Harassment, Intimidation and Bullying Report**, as presented at the December 13, 2021 Regular Board meeting.
4. BE IT RESOLVED that the Board hereby affirms the Superintendent's decision in HIB Investigation No. 0001 (MS) for the reasons set forth in the Superintendent's Report to the Board and directs the Board Secretary/School Business Administrator to transmit a copy of the Board's decision to the affected students' parents forthwith.
5. To approve the *amended* 2021/2022 transportation bus route, as appended.

Enclosure 1M

6. WHEREAS, the Board has determined that the following policies need to be adopted expeditiously in order to comply with state mandates; and
WHEREAS, Robert's Rules of Order permits the suspension of rules in order to allow for the acceptance of a resolution that permits adoption of a policy on first and second reading in one meeting for health and safety reasons; and
WHEREAS, the West Essex Regional Board of Education finds that it is in the best interest of the students attending both West Essex Regional Middle School and West Essex Regional High School for the Board to adopt the following policies with first and second readings in one meeting;
NOW, THEREFORE, BE IT RESOLVED, that the West Essex Regional Board of Education suspends Robert's Rules of Order in order to permit the first and second reading and the adoption of the following mandated policies in one meeting:
#5751 - Sexual Harassment of Students (Policy & Reg.)

Enclosures 2M – 16M

ROLL CALL: Yes:
 No:
 Abstain:
 Absent:

West Essex Regional Board of Education
MISCELLANEOUS – December 13, 2021

The Board President will open the floor to the public for comments on non-agenda items.

Motion to adjourn by _____ Seconded by _____.

ADJOURN: There being no further business before this Board of Education, BE IT RESOLVED that this public meeting be adjourned...**

[NOTE: IF MOVING INTO EXECUTIVE SESSION, INCLUDE THIS: **...and that the Board enters into private session to discuss matters of personnel, negotiations and litigation with the possibility of reconvening to public session to conduct additional business. The matters discussed in executive session will be disclosed to the public when the need to maintain their confidentiality no longer exists.]