

**FINANCE AND FACILITIES
COMMITTEE MEETING**

Minutes

February 2, 2023

TIME: 7pm

ATTENDEES: Joy Young, Angela Penna, Robert Cianciulli, Dipti Khanna, Melissa Varley, Julie Kot, Marybeth Kopacz, David Greer

3. Members ONLY - K-8 Business (Joy, Angela, Robert)

• **Setting 2023-2024 Preschool Tuition Rates**

- o 2019-2020: \$375/mo
- o 2020-2021: \$200/mo (Covid Adjustment)
- o 2021-2022: \$395/mo (5.33% increase over 19-20)
- o 2022-2023: \$415/mo (5.06% increase over 21-22)
- o 2023-2024: \$445/mo
 - The 3 members discussed and agreed upon a \$30/mo increase which will be on the 2/9/23 BOE Agenda for full Board approval.

4 Members - 9-12 or District-Wide Business

• **2022-2023 Budget Development**

- o Individual meetings between Administration and Department Heads were held throughout November and December - proposed budgets were questioned and adjusted.
- o NJ HomeRoom Budget Software recently opened
 - District is not eligible for an enrollment adjustment
 - District will be entitled to a health care cost adjustment
 - Initial CIGNA premium increase estimate is 20%-21%
 - Actual SEHBP is 15.1%
 - Entitled to a budget adjustment for the amount over 2% and up to 15.1%
- o Estimated date for Districts to receive State Aid information: Monday March 2nd, 2023
 - Governor's address is to be February 28th - *subject to change*
 - Monday March 13, 2023: BHPS Tentative Budget approval
- o Work continues on PCR (Staffing/Salaries) and Revenues Estimates
- o Enrollment is declining
 - Mountainside enrollment is also declining = loss of substantial revenue (estimated b/t \$400-500k for 2023-2024)
- o The Fiscal Cliff - budget growth cannot be maintained with a 2% Tax Levy.
 - 2% increase over last year's tax levy = ~\$898k
 - District has over \$37MM in salaries, most increasing at 3.2% (need ~\$1.2MM)
 - District has over \$7MM in benefits increasing at 15-20% (need \$1.0MM)
 - Have \$237,268 in banked capital to utilize
 - Have a health care adjustment - max currently at \$420,541 (adjustment amount will be reduced if estimated premium changes)
- o Inflationary pressures on gas, electric, water, sewer, paper products, cleaning supplies, etc.
- o Special Education Tuition and Transportation costs continue to increase rapidly
- o Cuts will need to be made. Admin will be meeting 2/10/23 to discuss options.

**FINANCE AND FACILITIES
COMMITTEE MEETING**

Minutes

February 13, 2023

TIME: 6pm

ATTENDEES: Joy Young, Angela Peña, Robert Cianciulli, Melissa Varley, Julie Kot, Marybeth Kopacz, David Greer, Kelly Sheehan, Lisa McAdam

4 Members (3 Members present) - 9-12 or District-Wide Business

• **Transportation - Courtesy & Subscription Busing**

- Rising costs for transportation necessitate reevaluating and raising subscription charges and phasing out "courtesy" busing over 3-4 years
- Subscription bus survey materials have been drafted to be sent out to parents
- Recent meeting on transportation concerns included a NJ State DOE Rep recommending schools get rid of courtesy busing as the first step to ease transportation problems
- Raising subscriptions seats to actual cost ~\$1,200-\$1,600
 - Ms. Kot reviewed past costs for transportation in relation to the revenues realized by subscription fees and the inequity of courtesy busing.
 - Mrs. Sheehan gave an overview of the problems that the district is addressing regarding costs and staffing and the proposed plan of phasing out courtesy busing.
 - The Board discussed the determination of hazardous roadways - as confirmed last year with the PD, there are no roads that have been deemed hazardous by the police department or the township.
 - Children are not being asked to walk to school, rather, the responsibility for transportation shifts from the district to the parent
 - Mr. Cianciulli requested the Board as a whole discuss roadways in the context of child safety.

• **\$350 Million ROD Grant Program**

- Application Period: January 30, 2023 - May 1, 2023
- Can receive 40% of cost of certain eligible projects from State grants
- Must have the other 60% available in Capital Reserves
 - Current Capital Reserve Balance = ~\$2.48MM
- Potential Projects
 - Ms. Kot provided an overview of potential projects which could qualify for ROD Grants and the guidelines regarding participating in this grant program.
 - The Committee Members should consider the possible projects and plan to discuss further at the next meeting when Rick Roman is available to participate..

• **Update on Status of Current Capital Projects**

- Exhaust Fan Project
- Mountain Park Drainage
 - Ms. Kot updated the board on current projects, and delays caused by labor shortages and supply chain issues.

- Mrs. Sheehan outlined the timeline for each project:
 - The Exhaust Fan project started but was paused due to the noise level while school was in session. The project has been rescheduled for weekends and days that the schools are closed.
 - Additional custodial overtime will be required to keep buildings open on the weekends.
 - The Mountain Park Drainage project needs to be completed when school is not in session as well. They are scheduled to continue the project over spring break.
- 2022-2023 Budget Development Status
 - Staffing changes
 - Enrollment fluctuations
 - Possible Increase the cost of Student Activity Fees? To be discussed by the Athletics Committee.
 - Ms. Kot updated the Board regarding the budget - including potential use of banked capital, health insurance waivers, reduction in enrollment/tuition from MountainSide, other missing components such as calculations for annual PERS payments, Social Security contributions, liability and workers' comp insurance.
 - Dr. Varley reviewed potential staffing cuts in consideration of state aid and a revenue shortfall.
 - Board Members asked for clarification of the positions that might be eliminated and how the duties will be restructured.
 - The Board discussed the excess of assistant coaching staff for many of the teams.
 - Board Members asked for a list of classes where enrollment is in the single digits.
- Other District-Wide Business
 - Must re-bid Food Services Provider this year - an RFP is being created

3. Members ONLY - K-8 Business

- None

The meeting was adjourned at 7:30 p.m.

**FINANCE AND FACILITIES
COMMITTEE MEETING
Minutes
March 6, 2023**

TIME: 5pm

ATTENDEES: Angela Penna, Joy Young, Robert Cianciulli, Dipti Khanna, Melissa varley, Julie Kot, Marybeth Kopacz, David Greer, Lisa McAdam

4 Members 9-12 or District-Wide Business • 2022-2023 Budget Development Status

- o Ms. Kot distributed a spreadsheet showing the impact of a 2% tax increase and the financial impact if the Board increased or decreased the tax levy up as high as 3.19% or as low as 1.1%. Ms. Kot reviewed the use of banked cap and health insurance waivers/adjustments.
- o Dr. Varley reviewed potential staffing and stipend cuts, restructuring of administration and how duties would be reassigned.
 - The Board discussed the impact of the restructuring and how cuts will affect the current programs.
- o Mr. Cianculli asked if there are other areas that can be reviewed in consideration of keeping some staff.
- o The Board discussed phasing out courtesy busing and how it would impact staffing cuts.
- o Mrs. Khanna asked about class sizes.
 - Dr. Varley responded that classes that have low attendance will be eliminated in an effort to streamline schedules and eliminate staff.
- o Mrs. Khanna asked about how ESSER Funds will be utilized in the budget. o Mrs Kot reviewed enrollment changes.

- o Capital-Exojects o Ms. Kot reviewed 6 Capital Projects that are included in the budget and the process for ROD Grant applications with the State. The projects include:
 - Partial Roof Replacements at Woodruff and Columbia
 - Electrical panel upgrades at Governor Livingston and Hughes
- o Retaining wall replacement at Mary Kay McMillin
- o The Board Members continued discussing potential changes to the budget and the tax impact and all agreed upon a 2.45% increase to the tax levy.

3 Members ONLY - 1<-8 Business e
None

The meeting was adjourned at approximately 7:00 p.m.

FINANCE AND FACILITIES COMMITTEE MEETING
Minutes

**FINANCE AND FACILITIES
COMMITTEE MEETING
Agenda
April 20, 2023**

TIME: 4:30pm CAC

INVITEES: Joy Young, Angela Penna, Robert Cianciulli, Dipti Khanna, Melissa Varley, Julie Kot, Marybeth Kopacz, David Greer, Kelly Sheehan, Rick Romano, Lisa McAdam

4 Members - Grades 9-12 or District-Wide Business

4:30pm (5 mins)

- **Donations**
 - Safety App

4:35pm (10 mins)

- **Transportation - Courtesy & Subscription Busing**
 - Scope of desired study and analysis sought

4:45pm (5 mins)

- **B&G**
 - Changes to Proposed 2023-2024 Capital Projects

4:50pm (5 mins)

- **Banking**
 - Checking & Savings Interest Rates, Money Market Accounts, S-T and L-T CDs

4:55pm (5 mins)

- **RFP for Food Services**
 - Deadline for Proposals/Bid Opening

5:00pm (55 mins)

- **Budget**
 - Changes to Budget Appropriation line items from Tentative Budget to current date
 - Changes to Health Care Premiums and Loss of Health Care Adjustment
 - Revenue Projections Adjustments
 - Use of Banked Cap

**FINANCE AND FACILITIES
COMMITTEE MEETING**

**Minutes
April 20, 2023**

TIME: 4:30pm CAC

ATTENDEES: Joy Young, Angela Penna, Robert Cianciulli, Dipti Khanna, Melissa Varley, Julie Kot, Marybeth Kopacz, David Greer, Kelly Sheehan, Rick Romano, Lisa McAdam

4 Members - Grades 9-12 or District-Wide Business

- **Donations**
 - Dr. Varley reviewed a donation offer from the developer of a Safety App (SaferWatch) and the implications of accepting the offer.
 - Concerns were raised about perceived “endorsement” of the product by the District. There was a desire to see any written agreements related to the offered donation and to have those documents fully vetted by the Board Attorney.
 - The Committee will discuss this donation in further detail at a future Committee meeting.

~Dr. Varley left the meeting at approx. 4:45 pm.

- **Transportation - Courtesy & Subscription Busing**
 - Mrs Sheehan reviewed, and the Board Members discussed, the potential impact of the elimination of courtesy bussing.
 - The Board discussed the possibility and timing of a traffic study and a survey for parents that would be eligible for subscription bussing.
- **B&G**
 - Ms. Kot and Mr. Romano reviewed revised estimates to the roof repairs at CMS and the retaining wall project at MKMECC, which are both proposed Capital Projects in the 2023-2024 Budget.

~Mrs. Sheehan and Mr. Romano left the meeting at approx. 5:05 pm.

- **Banking**
 - Mrs. McAdam reported on negotiations with the bank for interest rate increases and the potential of purchasing CD's.
 - The District does not have a broker to facilitate purchases of US Treasuries. Paying a broker would be an offset to the rate increases obtained, which needs to be considered.
- **RFP for Food Services**
 - Ms. Kot reviewed how companies were notified for requests for proposals (RFP) for Food Services and advised of the deadline for submission of May 2, 2023.

- Newspaper ads, posting of the RFP on the District Website, and individual letters and email invitations to the known list of vendors desirous of serving Union County institutions.
- Only one company attended the walk-through.
- **Budget**
 - Ms. Kot reviewed line by line changes to Budget Appropriation items from the Tentative/Advertised Budget to the current date.
 - Ms Kot reviewed changes to Health Care Premiums and the loss of the Health Care Adjustment.
 - Ms. Kot presented different tax levy scenarios outlining the changes to revenues based on the healthcare adjustment, banked cap and staffing changes discussed by the Personnel Committee.
 - The Board discussed personnel changes, health benefits and the tax levy. Mrs. Pennia agreed to report the Committee's decision by the next morning.

~The meeting was adjourned at approx. 6:10 pm.



Governor Livingston High School Athletic Department

175 Watchung Blvd. Berkeley Heights, NJ 07922

Ann B. Clifton

Director of Health, Physical Education and Athletics

Email: aclifton@bhpsnj.org

Office: (908) 464-3100 x2545

Fax: (908) 464-1548

Athletic Committee Meeting Agenda- Date: Tuesday 2/28/23 1:00pm

Topic: 2023 BOE Athletic Committee Meeting- Winter

Ann Clifton is inviting you to a scheduled Zoom meeting.

Topic: Winter BOE Athletic Committee Meeting

Time: Feb 28, 2023 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85999846647?pwd=OG5nYkJpM09sbzRJd1YwUy93U0pCZz09>

Meeting ID: 859 9984 6647

Passcode: 922829

1. Results of Co-Op in Field Hockey with New Providence stakeholders survey and communication.
 - a. Our field hockey community did not want to go down the path of co-oping
 - b. Would change our grouping (size of schools)
 - c. We will revisit in 2 years with a survey (2025)
2. Discussion of the 1000 point banner in Blue Gym and L.K.
 - a. It could set a precedent for any other athlete that got "caught up" with the law
 - b. It was at least 15 years ago - the banner represents student athletes that achieved the milestone of scoring 1000 points

while they were a student athlete at Governor Livingston High School.

- c. Committee discussed and felt that this would set a precedent and monitor past student athletes successes/milestones as they matriculate into adulthood and potential legal issues would be challenging.
 - d. Can revisit if needed
3. Discussion of a community member and dog at athletic events.
Sample email requested to provide documentation and other ideas.
- a. Policy on seeing-eye dogs in our schools, checking on therapy dogs - can only have one if documentation is needed (IEP/Case manager)
 - b. Dog should be wearing something to identify it as a therapy dog
 - c. Trying to prevent other people from bringing their pets
 - d. Notice at the door that there will be a therapy dog at the event
 - e. Why is this our responsibility? The animal can train elsewhere, we have signage on our property
 - f. Follow-up with the family that they cannot bring their dog, might be able to revisit once the dog is considered a therapy dog
4. Wrestling State Championship in Atlantic City and expenses/reimbursement. Student Athlete expenses and other details.
- a. 3 wrestlers will be attending this year. The coaches will be reimbursed via the GSA rate. The only event that is a multi-day event, student athletes will have to pay room and board expenses.
 - b. We will most likely use funds from ticket sales to offset the price for student athletes.
5. Athletic Trainer coverage for all events and additional support.
- a. Role of athletic trainer - arrives during student lunch and rehabs students, coordinates our insurance/doctors if a student gets injured, certifies all physicals/sports registrations with the nurse for all student athletes. At events, they will assist with injuries (high level of certifications to assist).
 - b. Coaches are certified in First Aid/CPR/AED but the athletic trainer is the expert.
 - c. The span of the campus is troubling with all the different events going on at the same time.
 - d. We use two services for sub athletic trainers (Jag One and SD Gameday) but it is hard to secure a trainer using these companies
 - e. State law - number of events is loose (not mandated at every event)

- f. Alternative methods - HBC, fundraising, rescue squads
 - g. Notice that the coverage of our students athletes is a significant challenge with 1 Athletic Trainer.
6. Friday Night Lights and Saturday Night Lights Events:
- a. Cost of lights- donations from football booster club and PAL and past practices
 - b. Next School year scheduling of sports is difficult. Friday Night lights (football will be in October) alone. Saturday Night Lights event at Snyder (lighting and facility will be free) field hockey will be the 7:00 slot and they will also get the 7:00 slot in 2024 due to the Calendar
 - c. Will be less expensive because it will only be one night
 - d. Pricing for lights on the field permanently. Donations or would the community not want it with the HALT agreement could be a challenge
 - e. Would most likely need another community survey
 - f. The School District Legal Counsel will review the HALT agreement to investigate the possibility of legally moving forward with the next steps for permanent lights.
 - g. Could benefit behaviors of student athletes as it would be a standard to play night games, scheduling would be better, partnerships with PAL would be great
7. Fall scheduling challenges (Condense NJSIAA Calendar, Timing of Jewish Holidays, Field Hockey meeting and UCC Game Matrix).
8. Conversations about additional athletic night events- lights. [REDACTED] BOE Rep presentation).
9. GL-ALJ Events security concerns- especially in the parking lot.
- a. Inside our building has been handled appropriately
 - b. Parking lot issues at GL - police/security presence
 - c. Timing of events with ALJ at night (varsity will be played at 4:00)
 - d. ALJ runs their events differently than us (alt exits and such)
 - e. Moving forward speaking with their administration to prevent issues
10. Press box upgrade? (We had touched on this at a past meeting)
- a. Liability - on 4 stilts (need a safe press box)
 - b. No wifi - needs technical upgrade for videoing/camera
11. Homecoming 2023
- a. Standalone Friday Night Light game, would be great to do a homecoming dance that following Saturday (October 7th)
 - b. Bring back alumni to honor during half time of the football game
12. Replacement yet for spring track coach?
- a. BOE Recommendation for Chris Coughlin

- i. He is the current cross country coach
 - ii. Excited and has great ideas regarding championship mode
 - iii. Dan Guyton (former coach) thought he would be a great coach
- 13. Special Olympics - student request
 - a. Unified sports with magnate student
 - b. Our special needs students are enrolled in our sports programs
- 14. HBC Washer Donation
 - a. Great partnership and useful donation



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Ann B. Clifton

Director of Health, Physical Education and Athletics

Email: aclifton@bhpsnj.org

Office: (908) 464-3100 x2545

Fax: (908) 464-1548

Athletic Committee Meeting Agenda- Date: Thursday March 23, 2023 2:00pm

ZOOM MEETING Invite Information:

Topic: Athletic Committee Meeting

Time: Mar 23, 2023 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84142423050?pwd=UXVoYU5UK0EzQ3VWc m5qaINUOEZmdz09>

Meeting ID: 841 4242 3050

Passcode: 579031

1. Discussion about 2023-2024 Athletic Budget Cuts= \$150,000.

Email correspondence 3/23/23 AM:

We will get to work on the spreadsheet of the number of coaches and student athletes. As for the other decisions:

I would recommend that we look at the following order for cutting coaches:

1st option to be added back into the budget based on trying to build the program to a competitive status- 1 Assistant Football Coach- Approximately \$7540

2nd option to be added back into the budget based on significant increase in rosters- back to pre-pandemic levels- 1 Spring Track Coach- Approximately \$5855

1 Winter Assistant Track Coach- Approximately \$5855

1 Freshman Field Hockey Coach (Do not conduct a Freshman Field Hockey program)-

Approximately \$5506 for Coaching Staff Member and \$1500 for operational costs

1 Freshman Girls Lacrosse Coach (Do not conduct a Freshman Girls Lacrosse program)-

Approximately \$5506 for Coaching Staff Member and \$1500 for operational

It is recommended to decrease the uniform budget by \$15,000 due to required needs to maintain teams in uniforms. Below is the proposed uniform budget for the 2023-2024 school year:

ATHLETIC UNIFORMS - GIRLS				Formulas - No Entry			
11-40-116-268-600-1011							
Supplies and Materials: Fall (7589+1,960); Winter (7540+5,410); Spring (5491)+2,650 - COVID Uniform Allocation							
Item Description	Qty	Cost per unit	Total cost	Explanation of account			
Uniform Cycle (cover over post COVID expense)							
Cross Country Uniforms (Boys and Girls)	1	\$ 5,400.00	\$ 5,400.00	Cross Country Running Shorts with sublimation OL logo- Boys 50 x \$24.00= \$1200.00 and Girls 50 x \$24.00 = \$1200.00 Cross Country Running Race Tops with sublimation OL logo and embellishments- Boys 50 x \$30.00 = \$1500.00 and Girls 50 x \$30.00= \$1500.00. Total Cost: \$6180.00			
Girls Soccer Uniforms	1	\$ 4,480.00	\$ 4,480.00	Girls Soccer with sublimation OL logo and front-back number- Home (Navy or Red) Jersey 40 x \$12.00 = \$1280.00 and Away (White) Jersey 40 x \$12.00 = \$1280.00 Home (Navy and Red) shorts with sublimation OL logo and embellishments- 40 x \$26.00= \$2600.00 and Away (White) shorts with sublimation OL logo and embellishments- 40 x \$26.00= \$2600.00. Total: \$4480.00			
Ice Hockey Uniforms	1	\$ 15,600.00	\$ 15,600.00	Ice Hockey with sublimation OL logo and front-back number- Home (White) Jersey 45 x \$120.00= \$7500.00 and Away (Navy) Jersey 65 x \$120.00= \$7800.00= \$15,600.00			
Girls Lacrosse Uniforms	1	\$ 6,980.00	\$ 6,980.00	Girls Lacrosse with sublimation OL logo and front-back number- Home (Navy) Jersey 60 x \$30.00 = \$1800.00 and Away (Navy/Red) Jersey 60 x \$30.00= \$1800.00 Home (White) KIKI Shorts with sublimation OL logo and embellishments- 60 x \$26.00= \$1680.00 and Away (Navy/Red) KIKI Shorts with sublimation OL logo and embellishments- 60 x \$26.00= \$1680.00. Total: \$6980.00			

We can cut the Ice Hockey Uniforms and request that the program continues to use the same uniforms for the 2023-24 season. The Girls Soccer and Girls Lacrosse Uniforms are a year older and will need to be replaced. We will update the uniform ordering cycle to reflect this hold in purchasing and delay the ordering for the next cycle.

Notes:

349,947.56		Budget for 2023-24 (without transportation)
45,866.00	2022-23	GL Transportation 22-23 Budget
5,921.00	2023-23	CMS Transportation 22-23 Budget
401,734.56		Estimate of 2023-24 Athletic Budget
\$62,472.04		As of 3/24/23 Transportation Expenses (waiting for February)
\$51,787.00		2022-23 Transportation Budget
		With 1 season to go- OVER
		Estimate for Spring Transportation Expenses
		Over for Transportation for 2022-23 (without February MUJC)
<p><i>GL Transportation \$45,866.00</i> <i>CMS Transportation Budget: \$5921.00</i> Total Transportation Budget for 2022-23= \$51,787.00 Total Transportation Budget for 2022-23= \$51,787.00 + Transfers \$18,863.00= \$70,650.00 Total Transportation Monies: \$70,650.00- \$5925.92= \$64724.08 As of 3/24/23 Transportation Expenses (waiting for February)= \$62,472.04 GL and \$2058.00= \$64530.04 OVER \$12743.04 with Spring Season to start and without the MUJC February Invoice Transfers to date: \$18,863.00- \$3863.00 (CMS Trans)- \$15,000 (Other Accounts)= \$18863 CMS Transfers: \$5921.00- \$3863.00- \$2058= \$5921.00</p>		
Coaching Stipends for 2022-23 GL (Will be same for 2023-24)	\$498,260	
Coaching Stipends for 2022-23 CMS (Will be same for 2023-24)	\$36,896	
Total:	\$535,156	

Shared list of demographics for GLHS and CMS Athletics- sports/coaches and levels.

Personnel Committee Meeting Minutes

2/1

12:15 PM

Attendees: Angela Penna, Robert Cianciulli, David Greer, Marybeth Kopacz, Julie Kot
Not present: Joy Young

- Custodian of Records
 - There was a discussion regarding the position and the cost of handing this task over to the attorneys. The attorneys will cost us in the hundreds of thousands.
- ER Lit Lunch at GL-There was a discussion regarding students wanting to hold a voluntary (parent permission driven) lit lunch regarding this book. There is a resident who wants to donate 40 of these books for this purpose. Due to the controversial and possible political nature of the title of the book, it was suggested that the Board not be involved.
- Employee Issue-This morning there was an employee issue. It raises cause for concern. More information is forthcoming.

Personnel Committee Meeting

3/3

11AM

Participants: Robert Clancill, David Greer, Julie Kot, Angela Penna, Melissa Varley, Joy Young

Join Zoom Meeting

<https://us02web.zoom.us/j/99232211227pwd=dWt1eEVCQ0lTT1QrelhKdXgzNkFldz09>

- Staffing Cuts and Changes
- Sidebar Agreement
- 20 Day Suspension Employee-Unpaid

Personnel Committee Meeting Minutes

4/20

6PM

CAC

Attendees: Robert Cianciulli, Angela Penna, Joy Young, David Greer, Marybeth Kopacz, Melissa Varley, Annie Corley-Hand, Michele Gardner, Steve Hopkins, Ashley Janosko, Paul Kobliska, Brenda Marley, Kevin Morra, Jon Morriseau, Robert Nixon, and Drew Ziobro (absent).

- Tenure Review
 - Fourth year teachers were reviewed and the committee agreed to move forward with their tenure. They will be on the 4/27th agenda for the awarding of tenure.
- Sidebar Co-seated Classes
 - The committee discussed the exorbitant amount of money that this would cost the district should this move forward. While it is only two World Language teachers, other teachers would also want the same treatment.
- Substitute Teacher Termination
 - A substitute who has [REDACTED] will be terminated at the 4/27 BOE meeting. Behavior has been documented as [REDACTED]
- **Administrative Reorganization**-Dr. Varley discussed a compromise of the reorganization by eliminating one supervisor and bringing back two teachers. One at GL and one 1-5. The administrative structure would look like:

Superintendent

Asst Super

Asst Super

Principals

Asst. Principals-Art

Director of Special Services, Director of School Counseling,
Director of Athletics, Director of Science, Technology, Engineering,
Art, and Math

Supervisor of Social Studies and World Language
Supervisor of ELA, Music, Basic Skills, Media
Supervisor of Special Education

January 23rd, 2023

Technology/Communications Meeting

Members: Angela Penna, Pam Stanley, Dipti Khanna, Mike Skara, and David Greer

1:30

Business Office

- **Technology Audit**
Dr. Greer discussed the company we are using for our technology audit. It will help us streamline many of our processes and procedures.
- **Webpage Update**
 - Our webpage is the first one we started out with back years ago. It is time for an update. We are currently experimenting with different types of formats.
- **Timer**
 - It is the committee's belief that a timer would benefit the efficiency of our Board meetings.
- **Communications**
 - There was a large discussion regarding streamlining communications.



**Board of Education Curriculum Committee Minutes
Wednesday, February 15, 2023 9:00am-10:00am
BOE Board Meeting Room**

Members: Pamela Stanley, Chair
Gale Bradford, BOE Member
Thomas Foregger, BOE Member
Marybeth Kopacz, Assistant Superintendent
Dave Greer, Assistant Superintendent

The meeting was called to order at 9:03am. Mrs. Stanley welcomed the new members to the committee and shared a few opening remarks about the work to be undertaken during the year.

Purpose and Goals:

The purpose of the Board of Education Curriculum Committee is to communicate, discuss, and review recommendations for district curriculum and programming. The committee will be composed of three Board of Education members and the two Assistant Superintendents of Schools. Additional administrative staff members will be invited to participate in these meetings as necessary and appropriate to share new initiatives that will be presented to the Board of Education for approval as Agenda items. Meetings will take place approximately five times per year and as needed to inform BOE members and support district planning. Minutes from these meetings will be provided following the meeting. As needed, the chairperson of the committee will provide updates at full Board of Education meetings.

Agenda:

- Word Study
 - Mrs. Kopacz provided an overview of the work completed thus far (timelne) and answered a few questions about the research undertaken as part of the process
 - Mrs. Kopacz shared information about the criteria and rubric that is used with the committee as part of the review process

- There are currently three programs that the group really likes, but there is still more work to be done in reviewing two other programs
- A few questions were asked about costs of programs, professional learning, and curriculum writing as part of the implementation and ongoing work throughout the years
- HEIGHTS Program
 - Having Each Individual Gain Higher-Order Thinking Skills (HEIGHTS) has been in the district for about a year
 - The program oversees STEM and Gifted and Talented programs
 - Some of the activities include: read alouds (*Iggy Peck Architect*), STEAM challenges, architect challenges, LEGO challenges, design solutions with constraints, 3-D modeling using TinkerCad, robotics, and circuits.
 - The HEIGHTS program has helped to bring consistency across the grades and schools
- BTC- Mathematics
 - Dr. Greer provided an update on professional learning opportunities and conversations regarding mathematics instruction in the district
 - A few questions were asked about the continuation of professional learning for educators and assessment practices
- Field Trips
 - The intent is that every grade level K-5 has a field trip planned
 - Bussing to the locations continues to be problematic due to transportation issues across the state and nation
 - Questions were raised about hiring private bus companies and opportunities for fundraising (e.g., BHEF and PTOs)
- 5 Year Curriculum Cycle

Next Meetings:

Wednesday, April 19, 2023 11:00am-12:00pm

Wednesday, April 24, 2023 10:00am-11:00am



**Board of Education Curriculum Committee Agenda
Wednesday, April 19, 2023 11:00am-12:00pm
BOE Board Meeting Room**

Members: Pamela Stanley, Chair
Gale Bradford, BOE Member
Thomas Foregger, BOE Member
Marybeth Kopacz, Assistant Superintendent
Dave Greer, Assistant Superintendent

Purpose and Goals

The purpose of the Board of Education Curriculum Committee is to communicate, discuss, and review recommendations for district curriculum and programming. The committee will be composed of three Board of Education members and the two Assistant Superintendents of Schools. Additional administrative staff members will be invited to participate in these meetings as necessary and appropriate to share new initiatives that will be presented to the Board of Education for approval as agenda items. Meetings will take place approximately five times per year and as needed to inform BOE members and support district planning. Minutes from these meetings will be provided following the meeting. As needed, the chairperson of the committee will provide updates at full Board of Education meetings.

In attendance: Mrs. Pamela Stanley, Ms. Gale Bradford, Dr. Thomas Foregger, Dr. Melissa Varley, Mrs. Marybeth Kopacz, Dr. David Greer, Mrs. Michele Gardner, Mr. Kevin Morra

Agenda:

- Effective Schools Solutions (ESS) Information (Michele Gardner and Kevin Morra)
 - Mrs. Gardner and Mr. Morra discussed the ESS program request and had a team from ESS share thoughts on the ways that we could work to bring students back into the district ensuring that the proper supports are in place for them.
 - The ESS Director of District Partnership provided an overview of the program and ways that they can support the needs of our district.
 - It was clarified that potential parents of students have already been contacted and expressed an interest and level of comfort with moving forward in this fashion should the program be approved.



- A question about some of the general needs of the students was asked and Mrs. Gardner provided an overview of some of the general and specific needs of students who might benefit from this type of support/program.
- Special Education Course Proposal (Michele Gardner and Kevin Morra)
 - Mrs. Gardner and Mr. Morra provided an update to the newly-created Culinary and Baking courses implemented at GLHS this year.
 - Mr. Morra shared the reasoning behind the needs for the creation of a Retail and Hospitality course in a cohort model.
 - A few questions about the number of students who might be able to participate was asked and Mrs. Gardner provided a response.
- Mrs. Kopacz provided an update regarding the state FEA Early Childhood Institute that we have been selected into. The team who will be participating is comprised of Mrs. Kopacz, Mrs. Marley, and select teachers from MKM and WW. This is an honor for our district and our early childhood centers.
- Math Update (Marybeth Kopacz)
 - Professional development for Big Ideas has come to a conclusion this week. The professional learning across the year has been quite extensive: last Spring (2022), summer (2022) opportunities, and Fall, Winter, and Spring of the 2022-2023 school year.
 - Based on multiple data points, the program seems to be positively impacting student growth.
 - Educators have shared that they are very pleased with the program.
 - Many high achieving districts are now following suit in implementing Big Ideas in their schools as well.
 - A question was asked about possible revisions for next year and Mrs. Kopacz shared that some of the end of chapter assessments and scope and sequence will be reviewed. The revisions are minor and still fit within the fidelity of program implementation.
- Word Study Update (Marybeth Kopacz)
 - Word Study Committee Timeline
 - We are working within the timeframe noted for this program review.
 - The group is looking at a 12th program next week.
 - Two programs were already piloted, and a third will be piloted at the completion of the program reviews.
 - The committee is made up of a strong group of experts including 8 reading specialists (including partners from Mountainside), general education and special education teachers, and administrators.
 - Survey sent out on Friday, 4/14



- Information is still being gathered by families and will be analyzed once the survey closes.
- The survey results analysis will include both qualitative and quantitative pieces of information.
- A recommendation was made to send the survey via email in addition to Friday folders.
- A question about the amount of the time was asked about where in the curriculum the program sits. Mrs. Kopacz shared that it is important to ground all decisions in the research.
- Homework Committee Update (Marybeth Kopacz)
 - Homework Recommended Guidelines
 - The committee has been working on the homework recommendations over the past two years.
 - The guidelines were created by teachers with guidance from Mrs. Kopacz.
 - Families were able to provide input via a survey.
 - Additionally, the committee did include parents as well.
 - Some feedback regarding various aspects of the guidelines was provided (e.g., use of reading logs).
 - Middle School World Language Honors Courses (Dave Greer)
 - The district will not be offering World Language Level 1 Honors courses at CMS due to enrollment and staffing considerations
 - World Language educators will continue to differentiate instruction to meet the linguistic proficiency needs of all students in WL courses
 - This change will not impact students' ability to be placed into World Language honors courses at GLHS.
 - AP Numbers (fewer than 10 students) BOE approval (Dave Greer)
 - Multivariable Calculus (4)
 - AP French (8)
 - AP Italian (7)
 - The aforementioned courses require BOE approval to run with fewer than 10 students.
 - A few questions were asked about the larger scheduling process and the amount of time that it takes to craft the master schedule. Dr. Greer provided a brief update to the large amount of work and time that goes into crafting the master schedule based on student course requests, graduation requirements, and ensuring that students are provided with opportunities and courses to demonstrate that they have met or exceeded the expectations of the New Jersey Student Learning Standards.



- A question was asked about a larger STEAM plan for the district. A member shared that a conversation about technology in general would be beneficial to discuss in future meetings. Dr. Greer shared that more information regarding both topics can be shared at future meetings.

Policy Committee Minutes

January 4th, 2023-1:30

Attendees: Melissa Varley, Robert Cianciulli, Tom Foregger, Pam Stanley

1. Policies for First read on 1/19 agenda:

Bylaw / Policy / Regulation	Name	Action	First Reading	Notes
P 0152	Board Officers	Revise	1/12/23	
P 0161	Call, Adjournment, and Cancellation	Revise	1/12/23	
P 0162	Notice of Board Meetings	Revise	1/12/23	
P 2340	Field Trips	Revise	1/12/23	
P 2423	Bilingual and ESL Education (M)	Revise	1/12/23	
P 5200	Attendance (M)	Revise	1/12/23	
P 5517	School District Issued Student Identification Cards (M)	New	1/12/23	
P 8140	Student Enrollments (M)	Revise	1/12/23	
P 8330	Student Records (M)	Revise	1/12/23	
R 5200	Attendance (M)	Revise	1/12/23	
R 7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting (M)	New	1/12/23	
R 8140	Enrollment Accounting (M)	New	1/12/23	
R 8420.10	Active Shooter (M)	Revise	1/12/23	
R 8420.2	Bomb Threats (M)	Revise	1/12/23	
R 8420.7	Lockdown Procedures (M)	Revise	1/12/23	
P 1648.11	The Road Forward COVID-19 – Health and Safety (M)	Abolish	1/12/23	Alert 229
P 1648.13	School Employee Vaccination Requirements (M)	Abolish	1/12/23	Alert 229
P 3244	In-Service Training (M)	Abolish	1/12/23	(Now found in Policy 3240)
P 4211	Attendance	Abolish	1/12/23	(Now in Policy

				4212)
P 5133	Substance Abuse (M)	Abolish	1/12/23	(Now in Policy and Regulation 5530)
P 6153	Field Trips	Abolish	1/12/23	(Now in Policy 2340)
P 8464	Missing children (M)	Abolish	1/12/23	(Now in Policy 8462)

Mr. Cianciulli discussed Bylaw 0152, which has options that the Board will need to have a conversation about. There are pros and cons to both options. We currently vote on the BOE president and Vice president with a majority of members present. Dr. Varley will include this Bylaw in her Supt. Report for the 1/19 meeting so that the Board can discuss the different options. We will table 0152 until the Board has had a conversation regarding the options.

Dr. Varley discussed adding the committee of Governance but combining Strategic Planning into that committee. It is something to be discussed after the new committees are formed.

Dr. Foregger had questions regarding Policy 0162 as it seemed to remove the Board members being noticed on Board meetings. Dr. Varley removed that statement so that it continues to require Board Members to be noticed.

Dr. Foregger had questions regarding Policy 2340, as it took away the right of the Board to approve field trips and gave the right to the Superintendent. Dr. Varley agreed that field trips should be Board approved. Dr. Varley will follow up with Sarah.

Dr. Foregger then went through each policy with questions on them all. Dr. Varley explained that enrollment and the student attendance go hand in hand, we are required to keep our security measures private with staff and the Police Department. There were various other questions and responses that are too numerous to add in the minutes. He did request that we allow those who OPRA all the information except for student information, which Dr. Varley denied. Our staff members are also allowed privacy.

All the above policies will be shared shortly.

Policy Committee Meeting

2/1

2:30-3:30

Join Zoom Meeting

<https://us02web.zoom.us/j/9923221122?pwd=dWt1eEVCQ0lTT1QrelhKdXgzNkFldz09>

Meeting ID: 992 322 1122

Passcode: 732509

Members: Robert Cianciulli, Tom Foregger, Gale Bradford, Melissa Varley

- 3112
- 3281
- 3322
- 4322
- 5337
- R7420.2

Policy Committee Meeting
2PM
Zoom

4/19

Attendees: Gale Bradford, Robert Cianciulli, Thomas Foregger, Melissa Varley

- Bylaw 0152
 - Dr. Foregger wanted the bylaw to be a written ballot. There was discussion on how time consuming that would be and Mr. Cianciulli felt that there should be more transparency by people owning their vote. Mrs. Bradford agreed that verbal voting would be both transparent and timely.
 - Dr. Foregger wanted the ability to have the Board remove officers if they refused to conduct their duties. Mrs. Bradford discussed the inability to police this. Mr. Cianciulli stated that it hasn't been a problem as long as he can think of, therefore it isn't a necessity.
 - The majority of the committee agreed to move forward with the bylaw.
- Bylaw 0153
 - Dr. Foregger only wanted to annually appoint the attorney and the auditor. Dr. Varley showed policies from like districts where they annually adopt all of the items proposed. Mr. Cianciulli suggested Dr. Foregger consult with NJ School Boards.
 - The majority of the committee agreed to move forward with the bylaw.
- Policy 5481
 - No discussion-Policy is fine.
- Policy 7430-Replaced by School Security 7440
 - No discussion-Abolishment is fine.
- Policy 9240
 - No discussion-Policy is fine.
- Policy 9324
 - No discussion-Policy is fine.
- Policy 9400 Media Relations
 - Dr. Foregger wanted a reference as to what Free Speech would be in this policy. Mr. Cianciulli discussed how free speech differs throughout context. Dr. Varley gave examples of violations. The majority of the committee agreed to move forward without a reference.
- Policy 9500
 - Dr. Foregger wanted he/she to be he or she. The committee agreed.