

WEST MILFORD TOWNSHIP BOARD OF EDUCATION
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BOARD OF EDUCATION MINUTES PRELIMINARY BUDGET HEARING/SPECIAL ACTION MEETING TUESDAY, MARCH 12, 2019

Mrs. Van Dyk called to order the Preliminary Budget Hearing/Special Action Meeting of the Board of Education at 7:33 p.m., in the Westbrook School Media Center. Mrs. Van Dyk 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 location 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 Trends, the Record, Messenger, West Milford Town Hall, the County Superintendent's Office, the Board Attorney, and Cablevision of Warwick; and posted on the district's website. Copies of the Board Meeting Calendar Resolution were provided to all local media, Town Hall, Township Library, and all district schools.

MS. BARBARA FRANCISCO, BOARD SECRETARY, CALLED THE ROLL:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Absent	Mr. Ofshinsky	Present
Mr. Cytowicz	Present	Mr. Guarino	Present	Mrs. O'Brien	Present
Mr. Drew	Present	Mrs. Fritz	Present	Mrs. Van Dyk	Present

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Alex Anemone	Superintendent of Schools	Present
Ms. Barbara Francisco	Board Secretary/Business Administrator	Present
Mr. Daniel Novak	Director of Education	Present
Dr. Elizabeth McQuaid	Director of Special Services	Present
Joanne Butler, Esq.	Board of Education Attorney	Present

There were approximately 7 members of the public in attendance.

VI. SUPERINTENDENT'S REPORT - Dr. Alex Anemone

Dr. Anemone presented the 2019-2020 Preliminary Budget. He spoke about the total budget increasing by only 2.45% and the general fund increasing by only 2.49%, with administrative costs lower than the Northern Regional limit.

Mr. Novak discussed curriculum highlights during the presentation, providing detail on each of the initiatives and implementation for 2019-2020. Board members questioned the current math programs being piloted by the District. Mr. Novak provided them with feedback.

Dr. Anemone provided an explanation on the budget timeline, budget basics, cuts in state and federal aid, and the local tax levy. Dr. Anemone also spoke about capital projects and proposed staffing cuts.

Dr. Anemone also provided information on what the future looks like. Board members asked questions regarding the presentation and state aid funding and cuts. Ms. Francisco explained how the state's funding formula is based on current enrollment and that will change on an annual basis. Mrs. Van Dyk asked if West Milford can apply for special funding with our unique situation and the Highlands Act. Ms. Francisco stated she has reached out to Trenton several times and has not received feedback. Mrs. Van Dyk inquired if the Board can reach out to the members of the Highlands Act Committee, and Mr. Ofshinsky spoke about Carl Richko and requesting his assistance.

Mr. Drew spoke to the Board regarding the proposed budget cuts, and summarized that 2% maintains the budget without growth.

Mrs. Van Dyk asked each Board member to take a turn with any questions regarding the budget presentation. Board members proceeded with questions and discussion on the preliminary budget.

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

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All members of the public speaking during Public Comment are asked to address topics listed in the agenda. All speakers are asked to give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

Glenn Huber, West Milford resident, Macopin parent and former Board trustee. Mr. Huber spoke about loss of state aid.

Motion by Mrs. O'Brien, seconded by Mrs. Romeo, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

VIII. MOTION BY MR. CYOWICZ, SECONDED BY MRS. O'BRIEN, TO ADOPT THE AGENDA, AS PRESENTED AND AMENDED.

VOICE VOTE: All in Favor. MOTION PASSED.

SPECIAL ACTION

IX. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mr. Ofshinsky, seconded by Mrs. O'Brien, to approve the following agenda item #1:

1. 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.)

ROLL CALL FOR ITEM #1:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Absent	Mr. Ofshinsky	Yes	Mrs. Romeo	Yes
Mrs. O'Brien	Yes	Mrs. Fritz	Yes	Mr. Drew	Yes
Mr. Guarino	Yes	Mr. Cytowicz	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

SPECIAL ACTION

X. OPERATIONS & FINANCE - Mr. Raymond Guarino, Chairperson

Motion by Mr. Guarino, seconded by Mrs. O'Brien, to approve the following agenda item #1:

DISCUSSION: Mr. Drew asked if another meeting could be scheduled before the Preliminary Budget is due to the County Superintendent. Ms. Francisco stated that the budget timeline would not allow for another meeting.

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

BE IT RESOLVED, by the West Milford Township Board of Education, County of Passaic, that the **2019-2020 DISTRICT PRELIMINARY BUDGET** be approved as follows:

General Fund	\$ 74,583,831
Special Revenue	\$ 1,149,663
Debt Service	\$ <u>561,000</u>
TOTAL BUDGET	\$ 76,294,494

BE IT FURTHER RESOLVED, that the following **GENERAL FUND AND DEBT SERVICE TAX LEVIES** be approved to support the 2019-2020 Preliminary Budget:

General Fund	\$ 56,611,164
Debt Service	\$ <u>270,260</u>
TOTAL	\$ 56,881,424

X. OPERATIONS & FINANCE - Mr. Guarino, Chairperson - Continued

1. (Continued)

BE IT FURTHER RESOLVED, that included in the budget line 100, Local Tax Levy, is utilization of banked cap in the amount of \$495,142 to help support the repair and repaving of the Transportation Depot. The implementation of this project will be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

BE IT FURTHER RESOLVED, that included in budget line 620, Budgeted Withdrawal from Capital Reserve for Other Capital Projects is \$700,000 to be used toward the repair and repaving of the Transportation Depot.

BE IT FURTHER RESOLVED, that included in budget line 630, Budgeted Withdrawal from Maintenance Reserve for Budgeted Required Maintenance is \$100,000.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:11-12, in each pre-budget year, the West Milford Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded.

BE IT FURTHER RESOLVED, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by Federal, State and local funds.

BE IT FURTHER RESOLVED, the Board of Education had previously established a maximum amount for the pre-budget year 2018-2019 as \$389,189.

BE IT FURTHER RESOLVED, the Board of Education has expended \$158,199 of the maximum amount for the pre-budget year to date.

BE IT FURTHER RESOLVED, that the West Milford Board of Education hereby establish the maximum travel expenditure amount for the 2019-2020 school year as \$308,595.

BE IT FURTHER RESOLVED, that this Board of Education approved "tentative" budget is being presented for advertising prior to Executive County Superintendent approval. The budget will be approved by the Executive County Superintendent prior to the public hearing.

BE IT FURTHER RESOLVED, the budget is in conformity with regulations promulgated by the Department of Education and the Board of Education has submitted supporting documents to the state for maximum professional services.

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator to make any adjustments to the budget submission to bring it in conformity with state regulations. Adjustments will be reviewed and approved by the Board at the Public Budget Hearing.

X. OPERATIONS & FINANCE - Mr. Guarino, Chairperson - Continued

ROLL CALL FOR ITEM #1:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mr. Ofshinsky	Yes	Mrs. Dwyer	Absent
Mrs. O'Brien	Yes	Mrs. Fritz	Yes	Mr. Cytowicz	No
Mrs. Romeo	Yes	Mr. Drew	No	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

Motion by Mr. Guarino, seconded by Mrs. O'Brien, to approve the following agenda item #2:

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

WHEREAS, N.J.S.A. 18A:24-54 permits a Board of Education to transfer the proceeds of a capital project when the project is completed, and such funds are no longer necessary for the original purpose or any other authorized purpose; and

WHEREAS, the aforementioned statute authorizes the Board of Education to determine whether to apply such funds to either the general fund or the debt service fund of the district; and

WHEREAS, the West Milford Board of Education has determined that **\$404,003** is available for such transfer;

NOW, THEREFORE, BE IT RESOLVED by the West Milford Board of Education that it hereby authorizes the district's School Business Administrator to transfer \$100,000 of this available balance to the debt service fund consistent with all applicable laws and regulations.

ROLL CALL FOR ITEM #2:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mr. Ofshinsky	Yes	Mrs. Dwyer	Absent
Mrs. O'Brien	Yes	Mrs. Fritz	Yes	Mr. Cytowicz	Yes
Mrs. Romeo	Yes	Mr. Drew	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

Motion by Mr. Guarino, seconded by Mrs. O'Brien, to approve the following agenda item #3:

- The recommendation of the Superintendent to approve the following **TRANSFER OF FUNDS RESOLUTION** for the period ending **February 26, 2019**:

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 **2018-2019** budget be affirmed and approved. (See folder insert.)

Total transfers in the amount of \$452,944.84.

X. OPERATIONS & FINANCE - Mr. Guarino, Chairperson - Continued

ROLL CALL FOR ITEM #3:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Yes	Mrs. Dwyer	Absent	Mr. Drew	Yes
Mrs. Romeo	Yes	Mrs. Fritz	Yes	Mr. Cytowicz	Yes
Mrs. O'Brien	Yes	Mr. Ofshinsky	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

Motion by Mr. Guarino, seconded by Mrs. Fritz, to approve the following agenda item #4:

4. The recommendation of the Superintendent to approve the **PAYROLL** of January 31, 2019 and February 15, 2019, in the amount of \$4,318,711.08. (Documentation provided electronically.)

ROLL CALL FOR ITEM #4:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Guarino	Abstain	Mr. Ofshinsky	Yes	Mrs. Dwyer	Absent
Mrs. O'Brien	Yes	Mrs. Fritz	Yes	Mr. Cytowicz	Yes
Mrs. Romeo	Abstain	Mr. Drew	Yes	Mrs. Van Dyk	Abstain

The **MOTION PASSED.**

XI. NEGOTIATIONS

Motion by Mr. Drew, seconded by Mrs. O'Brien, to approve the following agenda item #1:

DISCUSSION: Mr. Drew appreciated the hard work put into negotiations and thanked the employees.

1. **BE IT RESOLVED**, that the West Milford Board of Education ratifies the Memorandum of Agreement and salary guides with the West Milford Principals and Supervisors Association, for the period from July 1, 2018, through June 30, 2021; 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 satisfactory to Board Labor Counsel.

ROLL CALL FOR ITEM #1:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Drew	Yes	Mrs. Fritz	Yes	Mr. Cytowicz	Yes
Mrs. O'Brien	Yes	Mrs. Dwyer	Absent	Mr. Guarino	Abstain
Mrs. Romeo	Yes	Mr. Ofshinsky	Yes	Mrs. Van Dyk	Abstain

The **MOTION PASSED.**

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

Members of the public who have requested to speak prior to the meeting will be first with five (5) minutes for each speaker, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All speakers are asked to give their full name, spell their last name, and provide their address. Speakers may not use the names of students during Public Comment.

Glenn Huber, West Milford. Mr. Huber spoke about Board members being responsible for what happens in the District over the next few years, needing to take the lead, and being able to think creatively.

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

VOICE VOTE: All in Favor. MOTION PASSED.

XIII. EXECUTIVE SESSION

At 9:14 p.m., Mr. Cytowicz made a motion, seconded by Mrs. O'Brien, to go into Executive Session for the purpose of discussing personnel appointments, resignations, current litigation matters, special education matters, negotiations, HIBs 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.

VOICE VOTE: All in Favor. MOTION PASSED.

The Board returned to the public meeting at 9:33 p.m.

ROLL CALL UPON RETURN FROM EXECUTIVE SESSION:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Absent	Mr. Ofshinsky	Present
Mr. Cytowicz	Present	Mr. Guarino	Present	Mrs. O'Brien	Present
Mr. Drew	Present	Mrs. Fritz	Present	Mrs. Van Dyk	Present

SPECIAL ACTION

IX. EDUCATION - Mrs. Teresa Dwyer, Chairperson

Motion by Mr. Ofshinsky, seconded by Mrs. O'Brien, to approve the following agenda item #2:

2. 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 **March 12, 2019**; 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 investigations:

IX. EDUCATION - Mrs. Teresa Dwyer, Chairperson

2. (Continued)

<u>Incident Report Number</u>	<u>Board Determination</u>
2019/H-10	Unsubstantiated
2019/E-7	Unsubstantiated

ROLL CALL FOR ITEM #2:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Absent	Mr. Ofshinsky	Yes	Mrs. Romeo	Yes
Mrs. O'Brien	Yes	Mrs. Fritz	Yes	Mr. Drew	Yes
Mr. Guarino	Yes	Mr. Cytowicz	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

XIV. ADJOURNMENT

Motion by Mr. Drew, seconded by Mr. Guarino, to adjourn the meeting at 9:35 p.m.

VOICE VOTE: All in Favor. MOTION PASSED.

Respectfully submitted,

**Barbara Francisco
Board Secretary**