

**DOVER BOARD OF EDUCATION
GRACE STREET
DOVER, NEW JERSEY 07801**

DOVER BOARD OF EDUCATION

April 25, 2017

PUBLIC HEARING / REGULAR SESSION

I. CALL TO ORDER AND ANNOUNCEMENT

This meeting, which is hereby called to order at 8:00 PM, is in compliance with the notice requirements of the law. Public notice was posted in the office of the Board of Education and communicated to the Municipal Clerk, the Daily Record, and the Star Ledger on April 19, 2017.

II. FLAG SALUTE

Led by Mrs. Susan Shauer, Board President

III. ROLL CALL

PRESENT: Mrs. Susan Shauer, Mrs. Lynn Laurie, Mr. Scott Miller, Mr. Michael Scarneo, Mrs. Linda Mullin, Ms. Maria Rosario, Ms. Jo Ann Dodd, Ms. Karol Ruiz and Mrs. Kim Philips

ABSENT: Mr. Peter Bruseo

ADMINISTRATORS PRESENT:

Mr. Robert B. Becker, Superintendent
Ms. Beth Schoonmaker, Assistant Superintendent
Mr. Kevin Bullock, State and Federal Grants Administrator
Adam Herman, Esq.

OTHERS PRESENT:

Ms. Kalliopi Bixler, Ms. Sheryl Colligan, Ms. Dahiana Grisales, Mr. Jhon Grisales, Ms. Kristy Hughes, Ms. Monica Palestis, Dr. Krista Seanor

IV. PUBLIC COMMENT (Agenda Items Only)

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters. To insure a fair and orderly expression of such comment, each statement shall be held to a time period of 3 minutes. Public Comments, limited to items on this agenda, shall be entertained for approximately 30 minutes, upon the discretion of the presiding officer.

Mrs. Shauer opened the meeting to the public.

Receiving no response, Mrs. Shauer closed the meeting to the public.

V. PUBLIC HEARING ON THE PROPOSED 2017-2018 SCHOOL DISTRICT BUDGET

- | | | |
|----|--------------------------------------------------|-----------------------------|
| A. | Introduction of Budget Committee | President, Susan Shauer |
| | Introduction of the Budget | Vice President, Lynn Laurie |
| B. | 2017-2018 Proposed Budget Presentation | |
| C. | Questions or comments on 2017-2018 Budget | |

VI. BUDGET/FINANCE

Vice President, Lynn Laurie

2017-2018 Budget Adoption

On the motion of Mrs. Laurie, seconded by Mrs. Mullin, the Board adopted the following resolutions:

A. **BE IT RESOLVED**, that the Dover Board of Education adopts the 2017-2018 budget in the following amounts:

General Fund	\$ 41,814,965
Special Fund	\$ 2,367,880
Debt Service	\$ 714,963
Total Budget	<u>\$ 44,897,808</u>

B. **BE IT RESOLVED**, the final budget for the Dover Board of Education be approved for the **2017-2018** school year.

2017-2018 TOTAL	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
EXPENDITURES	\$41,814,965	\$2,367,880	\$714,963	\$44,897,808
LESS: ANTICIPATED REVENUES	\$27,568,793	\$2,367,880	\$714,963	\$30,651,636
TAXES TO BE RAISED	\$14,246,172	\$ 0	\$ 0	\$14,246,172

AND, BE IT FURTHER RESOLVED, the sum of \$14,246,172 should be raised for the general fund levy and \$ 0.00 should be raised for the debt fund levy for local school district purposes for the **2017-2018** school year.

C. Capital Reserve Account Withdrawal – **2017-2018**

BE IT RESOLVED that the Dover Board of Education requested the approval of a capital reserve withdrawal in the amount of \$714,961 for the purpose of funding a transfer to Debt Service. Capital Outlay Account 12-000-400-333

D. Travel and Related Expense Reimbursement - **2017-2018**

WHEREAS, pursuant to N.J.A.C.6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

NOW, THEREFORE, BE IT RESOLVED, that the Dover Board of Education approved establishing a maximum travel expenditure amount of \$95,200 for the 2017-2018 school year. The maximum travel expenditure amount for the 2016-2017 is \$95,200, of which, \$26,817 has been spent and \$10,112 is encumbered to date.

E. Professional Services - **2017-2018**

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, the Dover Board of Education established a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14

NOW, THEREFORE, BE IT RESOLVED, that the Dover Board of Education hereby established the following maximums for the **2017-2018** year as follows:

• Legal	\$ 51,495
• Audit	\$ 68,200
• Physician	<u>\$ 45,000</u>
For a total amount of:	\$ 138,495

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

F. Adjustment – Banked Cap – **2017-2018**

BE IT RESOLVED that the Dover Board of Education included in the final budget the adjustment for banked cap (**2014-2015**) in accordance with N.J.A.C. 6A:23A-10.3. The District has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$400,163 for the purpose of instructional textbooks and instructional supplies (including technology). The District intends to complete said purposes by June 2018.

G. **BE IT RESOLVED**, that the amount of total district taxes, including the debt service requirements, needed to meet the obligations of this Board for the next twelve (12) months is \$14,246,172.

BE IT ALSO RESOLVED, that the share of the total **2017-2018** tax levy allocated to the Town of Dover (0.938383981%) by the New Jersey Department of Education is \$13,368,380.

BE IT FURTHER RESOLVED, that the amount of Town of Dover district taxes, including the debt service requirements, needed to meet the obligations of this Board for the next twelve (12) months is \$13,368,380 and that the Dover Town Council is hereby requested to place in the hands of the Treasurer of School Monies that amount in accordance with the statutes relating thereto in the following twelve (12) payments:

Month	Current Expense	Debt Service	Total
July 1, 2017	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
August 1, 2017	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
September 1, 2017	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
October 1, 2017	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
November 1, 2017	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
December 1, 2017	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
January 1, 2018	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
February 1, 2018	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
March 1, 2018	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
April 1, 2018	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
May 1, 2018	\$ 1,114,031.67	\$ -	\$ 1,114,031.67
June 1, 2018	\$ 1,114,031.63	\$ -	\$ 1,114,031.63
Totals	\$ 13,368,380.00	\$ -	\$ 13,368,380.00

H. **BE IT RESOLVED**, that the share of the total **2017-2018** tax levy allocated to the Borough of Victory Gardens (0.01616019%) by the New Jersey Department of Education is \$877,792.00.

BE IT FURTHER RESOLVED, that the Borough of Victory Gardens district taxes, including the debt service requirements, needed to meet the obligations of this Board for the next twelve (12) months is \$877,792.00 and that the Victory Gardens Borough Council is hereby requested to place in the hands of the Treasurer of School Monies that amount in accordance with the statutes relating thereto in the following twelve (12) payments:

Month	Current Expense	Debt Service	Total
July 1, 2017	\$ 73,149.33	\$ -	\$ 73,149.33
August 1, 2017	\$ 73,149.33	\$ -	\$ 73,149.33
September 1, 2017	\$ 73,149.33	\$ -	\$ 73,149.33
October 1, 2017	\$ 73,149.33	\$ -	\$ 73,149.33
November 1, 2017	\$ 73,149.33	\$ -	\$ 73,149.33
December 1, 2017	\$ 73,149.33	\$ -	\$ 73,149.33
January 1, 2018	\$ 73,149.33	\$ -	\$ 73,149.33
February 1, 2018	\$ 73,149.33	\$ -	\$ 73,149.33
March 1, 2018	\$ 73,149.33	\$ -	\$ 73,149.33
April 1, 2018	\$ 73,149.33	\$ -	\$ 73,149.33

May 1, 2018	\$ 73,149.33	\$ -	\$ 73,149.33
June 1, 2018	\$ 73,149.37	\$ -	\$ 73,149.37
Totals	\$ 877,792.00	\$ -	\$ 877,792.00

Ms. Ruiz asked several questions regarding the budget which included:

- What instructions did the Board give to the Administrators with regard to budget preparation?

Mrs. Laurie commented that there have been ongoing discussions between the Board and Administration for years and that it is a collaboration between them.

- What is the percent increase in the tax rate?
- Inquired as to what site based budgeting is.

Mr. Becker explained this process and that it has been used for thirteen years.

- Enrollment growth – 80 students – does this include the additional renters?
- Tuition – 4% increase – what is this for?

Mr. Becker answered Mine Hill tuition.

- Banked Cap – What is this for?

Mr. Becker explained what Banked Cap is and what it is used for.

Mrs. Philips inquired about budget cuts from the State and their impact on the budget. She asked if the District applies for private grants and would that be an administrative or staff initiative or both.

Mr. Becker stated that both Administrators and individual teachers have applied for private grants. He cited the Bayer Pharmaceutical Grant, as an example.

Mrs. Philips inquired about Title I cuts and how and if the After School Tutoring Program would be impacted next year.

Mr. Becker stated that he could not answer that as of yet due to the funding not being known.

ROLL CALL VOTE

Yeas: Mrs. Shauer, Mrs. Laurie, Mr. Miller, Mr. Scarneo, Mrs. Mullin, Ms. Rosario, Ms. Dodd, Ms. Ruiz and Mrs. Philips
 Nays: None
 Absent: Mr. Bruseo

VII. PERSONNEL

- A. On the motion of Mr. Miller, seconded by Ms. Dodd, the Board approved Staff and Extra Services Appointments for the **2016-2017** school years as listed: (New personnel employment appointments are contingent upon the required state and federal criminal history background checks in accordance with N.J.S.A. CH 116, P.L. 1986).

1. Recommended approval of the following 2016-2017 Dover High School Portfolio Appeal Tutoring instructors at the contractual hourly rate of \$32.29, 2.5 hours per week, timesheet:

Instructor	Subject
Jennifer Zirkel	ELL English Language Arts
John Romano	ELL English Language Arts
Nancy Torrente	ELL Math
Jeanette McClusky	ELL Math

2. ** Recommended employment of the following staff member(s) effective 4/26/2017 or upon completion of the required paperwork:

Name	School	Position	# of hours	Salary
Vanessa Hurtado	North Dover	Aide	25	\$17. per hr.

3. Recommended accepting the following resignation(s):

Employee	Position	School	Effective Date
Iheanyichukwu Ejimadu	Teacher	Dover High	April 3, 2017

4. ** Recommended rescinding the employment of Carlos Narango, Custodian, East Dover School, effective immediately.

5. Recommended approval of the following custodian for the head custodian stipend for the 2016-2017 school year, effective April 26, 2017:

Employee	School	Position	Stipend, above base salary
Diego Eufracio	Dover High	Head Custodian	\$1,500. (pro-rated)

6. Recommended employment of the following staff member(s) effective upon completion of the required paperwork for the 2016-2017 school year:

Name	School	Grade/Subject	Current Step on Guide	Base Salary (pro-rated)
Steven Frenkel	Dover High	Chemistry	BS+30, Step 10	\$59,938.

**** Mine Hill representative ineligible to vote on this item**

ROLL CALL VOTE

Yeas: Mrs. Shauer, Mrs. Laurie, Mr. Miller, Mr. Scarneo, Mrs. Mullin, Ms. Rosario, Ms. Dodd, Ms. Ruiz and Mrs. Philips
 Nays: None
 Absent: Mr. Bruseo

VIII. COMMUNITY RELATIONS/POLICY

- A. On the motion of Ms. Rosario, seconded by Mrs. Laurie, the Board recommended approval, as requested, for the policies listed below. This constitutes the second reading, with the first reading having been accomplished at the April 4, 2017 meeting:

Number	Title
0000.01	Introduction
0000.02	Introduction
1510	Americans with Disabilities Act
1510 R	Americans with Disabilities Act
2415.06	Unsafe School Choice Option
2415.30	Title I – Educational Stability for Children in Foster Care
2418	Section 504 of the Rehabilitation Act of 1973 – Students
2418 R	Section 504 of the Rehabilitation Act of 1973 – Students
2460	Special Education
R 2460	Special Education
2460.1 R	Special Education – Location, Identification, and Referral
2460.15 R	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
2460.16 R	Special Education – Instructional Material to Blind or Print-Disabled Students
R 2460.8	Special Education – Free and Appropriate Public Education
2460.9 R	Special Education – Transition from Early Intervention Programs to Preschool Programs
2464	Gifted and Talented Students
2467	Surrogate Parents and Foster Parents
2622	Student Assessment
3160	Physical Examination
3160 R	Physical Examination
4160	Physical Examination

4160 R	Physical Examination
5116	Education of Homeless Children
5116 R	Education of Homeless Children
5330.04	Administering an Opioid Antidote
5460	High School Graduation
7446	School Security Program
8330	Student Records
8330 R	Student Records
8350	Records Retention

ROLL CALL VOTE

Yeas: Mrs. Shauer, Mrs. Laurie, Mr. Miller, Mr. Scarneo, Mrs. Mullin, Ms. Rosario, Ms. Dodd, Ms. Ruiz and Mrs. Philips

Nays: None

Absent: Mr. Bruseo

IX. BUDGET/FINANCE

A. On the motion of Mrs. Laurie, seconded by Mr. Mullin, the Board approves and/or adopts the following resolutions:

1. The Board approved the April 25, 2017 payment of bills as shown on the attached listing in the amount of \$393,454.13.
2. **BE IT RESOLVED** that the Dover Board of Education approves the approximate Health and Dental Plan Monthly Benefits Rates, listed below, as negotiated by Willis HRH (District's Insurance Broker) on behalf of the District for the period July 1, 2017 through June 30, 2018. The Board approved the increase of 8.0% for all Horizon plans.

Health Benefits Plans (Horizon 8.0% increase)

Health Benefits Plans – Monthly Premiums				
Coverage Level / Monthly Premiums	Horizon BC/BS 00, 04	Horizon BC/BS 01, 03	Horizon BC/BS 07	CIGNA to Horizon PPO
	Teachers, Support Staff & Aides	Administrators	Non-Union	(Grandfathered 13/14 employees only)
Single	\$1,031.69	\$1,051.59	\$1,043.15	\$1,102.84
2-Adults	\$2,250.19	\$2,293.56	\$2,275.20	\$2,369.83
Parent/Child	\$1,505.22	\$1,534.26	\$1,521.96	\$1,622.51
Family	\$2,630.26	\$2,680.99	\$2,659.54	\$2,811.48

Dental Plan – 1 Year Renewal (5.5% Decrease for 2017-2018)

Delta Dental Group 2016-2017 Rates	7297-0001	7297-0002	7297-0003	7297-0004
DBOE Group	Teachers	Support Staff/Aides	Administrators	Non-Union
Employee (1 Party)	\$39.72	\$29.41	\$39.72	\$29.41
Employee + 1 (2 Parties)	\$97.48	\$72.18	\$81.23	\$72.18
Employee + 2 or more (3 Parties or more)	\$161.60	\$119.66	\$134.66	\$119.66

3. **BE IT RESOLVED** that the Dover Board of Education approved the Health Benefits Plan Waiver Rates, listed below, for the period July 1, 2017 through June 30, 2018 and is payable on June 30, 2018.

Health Benefits Plans Monthly Premiums				
Coverage Level / Monthly Premiums	Horizon BC/BS 00, 04 Teachers & Support Staff/Aides	Horizon BC/BS 01, 03 Administrators	Horizon BC/BS 07 Non-Union	CIGNA to Horizon PPO (grandfathered 13/14 only)
Single	\$1,031.69	\$1,051.59	\$1,043.15	\$1,102.84
2-Adults	\$2,250.19	\$2,293.56	\$2,275.20	\$2,369.83
Parent/Child	\$1,505.22	\$1,534.26	\$1,521.96	\$1,622.51
Family	\$2,630.26	\$2,680.99	\$2,659.54	\$2,811.48
Annual Premiums				
Single	\$12,380.28	\$12,619.08	\$12,517.80	\$13,234.08
2-Adults	\$27,002.28	\$27,522.72	\$27,302.40	\$28,437.96
Parent/Child	\$18,062.64	\$18,411.12	\$18,263.52	\$19,470.12
Family	\$31,563.12	\$32,171.88	\$31,914.48	\$33,737.76
Waiver @ 25% (Maximum \$5,000)				
Single	\$3,095.07	\$3,154.77	\$3,129.45	\$3,308.52
2-Adults	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Parent/Child	\$4,515.66	\$4,602.78	\$4,565.88	\$4,867.53
Family	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Notes:				
1. Waiver amounts will be pro-rated accordingly for partial year employee participation.				
2. All employees will be reduced if Dental is not Opt out as well. Per Chapter 78.				
3. All employees must provide proof of coverage for the waiver level requested.				

4. The Board recommended entering into a Professional Support/Non-Public Services Agreement with the Educational Services Commission of Morris County for the 2017-2018 school year.

ROLL CALL VOTE

Yeas: Mrs. Shauer, Mrs. Laurie, Mr. Miller, Mr. Scarneo, Mrs. Mullin, Ms. Rosario, Ms. Dodd, Ms. Ruiz and Mrs. Philips
 Nays: None
 Absent: Mr. Bruseo

X. NEW BUSINESS

- A. The Rolling Calendar
1. Meeting Schedule
 - a. Committee of the Whole Session – May 9, 2017
7:30 PM Executive Session, 8:00 PM Public Meeting
 - b. Regular Session – May 30, 2017
7:30 PM Executive Session, 8:00 PM Public Meeting
 - c. Committee of the Whole Session – June 13, 2017
7:30 PM Executive Session, 8:00 PM Public Meeting
 - d. Regular Session – June 27, 2017
7:30 PM Executive Session, 8:00 PM Public Meeting
- B. Annual Academic Achievement Recognition Dinner – June 7, 2017, 6:00 PM, Hanover Marriott, 1401 Route 10 East, Whippany, NJ – Mrs. Shauer, Mrs. Laurie, Mr. Becker, Ms. Schoonmaker and Mr. K. Bullock to attend.

XI. PUBLIC COMMENT

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters. To insure a fair and orderly expression of such comment, each statement shall be held to a time period of 3 minutes. Public Comments shall be entertained for approximately 30 minutes, upon the discretion of the presiding officer.

Mrs. Shauer opened the meeting to the public.

Sheryl Colligan – Had a budget question regarding the Co-Curricular decrease for 16/17 to 17/18. Also, staff training expense was \$95,200 for 17/18, \$38,000 for 15/16. She requested an explanation on both. Ms. Colligan also announced that on Thursday, April 25, 2017, the presentation of the Optical Academy is being held in town. The DEA is sponsoring this event in which any one from the Dover, Victory Gardens and Mine Hill communities can have eye exams and make eye ware purchases at discounted prices. Ms. Colligan also reported that the Middle School Forensics Team competed at Montville High School this past Friday, and took home many prizes.

Monica Palestis – Complimented the District for its Facebook webpage with all the students' achievements. She thanked the Board for the budget presentation and inquired if the User Friendly Budget would be placed on the website. Ms. Palestis also inquired with this being a goal driven budget, are there written goals for the District and where can they be found. In discussing a demographic study, Ms. Palestis inquired if the Board would consider a new study. With regard to the new reading program, is it data and assessment driven? Considering the Mine Hill tuition, have we responded to the Mine Hill petition and is the revenue included in the budget?

Krista Seanor stated that she was also interested in the two budget disparities (decrease in extra-curricular activities, increase in staff training) brought up by Ms. Colligan. Also concerned for East Dover (Middle School) reading assignment - "13 Reasons Why". The book is for ages 14 and above; however, students are also viewing the Netflix series based on the book on teen suicide. This show is for ages 16 and up. Dr. Seanor inquired if the District is doing anything to address this situation? Dr. Seanor stated she is concerned about the series being inappropriate. She stated she is allowing her child to read the book. However, not allowing her to watch the series.

Michael Moore from Victory Gardens stated that he is concerned about disciplinary actions and following the students as they enter college. He stated that a student was suspended on suspicion – so far nothing has been done – and it seems like only minority students are effected. This doesn't seem right. He suggested that perhaps this could be looked into further and a different procedure followed.

Kristy Hughes of Mine Hill stated that there was a threat at school on the day before Good Friday (Spring Recess). She inquired as to why the parents were not informed.

Dahianna Grisales inquired as to why there an increase in District resignations. Is there an HR department and are exit interviews given? Also, she inquired if the public had access to the draft budget before the second approval? Ms. Grisales inquired if expenditures are available for the public to see at year end. The showing of "13 Reasons Why" is huge. Ms. Grisales is a social worker and is interested in coming into the schools to assist. She works locally and indicated that this topic has a huge impact on minority students.

Mr. Becker responded:

He is very concerned about Netflix's version of "13 Reasons Why". Netflix is glamourizing suicide. Letters have been written and will be distributed the following day to Dover Middle School.

He stated that the District does conduct exit interviews. He mentioned there is a dialogue that occurs before the employee leaves the District.

Mr. Becker stated that staff development is impacted by Title IIA. The budget amounts were more of a bookkeeping adjustment, at this time, full funding for professional development will continue.

Mr. Becker stated that flyers were sent home with the students to inform parents about the Optical Academy presentation.

Mr. Becker thanked Ms. Palestis for the compliment on the new Facebook website.

With regard to the question on suspension/threat, Mr. Becker suggested making an appointment with Mr. Franks to discuss further.

Ms. Ruiz questioned when parents of students disagreed with a disciplinary action, is there a policy/procedure that they should follow?

Mr. Becker reviewed the procedure to follow and stated that there is a student handbook given out to every student and the procedure is detailed in it.

Ms. Ruiz questioned if there are procedures for disciplinary actions that are perceived based on ethnicity/race? Mr. Becker stated that the Affirmative Action Guide can be referenced in this situation and it is in the student handbook.

Ms. Ruiz questioned procedures on security/threats/safety.

Mr. Becker stated that the safety policy and handbook addresses the process and actions taken.

Receiving no further responses, Mrs. Shauer closed the meeting to the public.

XII. ADJOURNMENT

On the motion of Mrs. Laurie, seconded by Mrs. Mullin, the Board recommended adjournment at 10:03 PM.

The motion was approved with a voice vote.

Motion Carried

Respectfully submitted,

Catherine M. Jenisch
Business Administrator/Board Secretary