Sussex-Wantage Regional School District  
27 Bank Street, Sussex, NJ 07461  
BOARD OF EDUCATION MEETING

Regular Session  
March 20, 2019  
7:00 pm  
Sussex Middle School

The following are recommended by the Superintendent:

**Personnel:**

1. It is recommended that the Board approve the following substitute teachers, nurses, teacher assistants, secretaries, bus drivers, and custodians as listed for the 2018-2019 school year.*

   **Care Program**  
   Linda Trovillion

   (*All new substitutes and appointments are subject to compliance with all State Statute regarding fingerprinting, background checks and P.L. 2018, c.5)

2. It is recommended that the Board approve Tracy Mijanovic, Long Term Substitute Leave Replacement Teacher, for an extension of a previously approved long term assignment .5 Resource/.5 PSD, Lawrence School, from an anticipated end date of on or about March 21, 2019 to an anticipated end date of on or about April 8, 2019.

3. It is recommended that the Board approve Chelsea Lange, Long Term Substitute Leave Replacement Teacher, Social Worker, Sussex Middle School, from on or about April 1, 2019 to on or about June 30, 2019, Step 1, BA, $52,833.00 (prorated).

4. It is recommended that the Board approve Kelly Flynn, Special Education Teacher, C.E. Lawrence School, for a transfer from the Multiple Disabilities classroom to the PreSchool Disabled classroom, effective March 21, 2019.

5. It is recommended that the Board approve the following Teacher Assistants to fulfill IEP requirements for students participating in field trips as follows below. To be paid at regular hourly rate of pay; additional hours are not paid if activity does not occur or if student is not present.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Hours</th>
<th>Field Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/15/19</td>
<td>Michelle Jennings</td>
<td>12:00 - 3:00pm</td>
<td>School of Conservation</td>
</tr>
</tbody>
</table>
6. It is recommended that the Board approve the following Teacher Assistants to fulfill IEP requirements for students participating in after school activities as follows below. Stipend rate is $16.00 per hour. No stipend is paid if activity does not occur or if student is not present.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Name</th>
<th>Hours</th>
<th>After School Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/11, 05/09/19</td>
<td>Sharon Wesselius</td>
<td>3:30 - 4:30pm</td>
<td>Track meets</td>
</tr>
</tbody>
</table>

7. It is recommended that the Board approve the following staff for appointment as chaperones for the Eighth Grade Promotional Trip to Washington, D.C. The trip will run from May 15, 2019 to May 17, 2019:

**Administrators**
- Shane Schwarz
- Michael Linskey

**Nurse**
- Harriet Anderson

**Faculty/Staff**
- Regina Hagemann
- Samantha Hudson
- Krystal Marchese
- Natalia McCallum
- Marc Posey
- Alexandra Ratyniak
- Aaron Watson

**Parent Chaperones**
- Greg Lewis
- Karen Houben

8. It is recommended that the Board approve the following student teaching assignments for the 2018-2019 school year:

<table>
<thead>
<tr>
<th>Student/College</th>
<th>Purpose</th>
<th>Co-op Teachers</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelsey Nagy/Univ. of Phoenix</td>
<td>Field Experience/Observation (25 hours per class)</td>
<td>Kelly Lowin/SMS, Krystal Marchese/SMS, Aaron Watson/SMS, Cathryn Weiss-Connors/SMS</td>
<td>03/21-06/30/19</td>
</tr>
</tbody>
</table>
9. It is recommended that the Board approve the following Substitute pay scale, effective March 21, 2019:
   Teacher: Additional $5 per diem after working 90 days

10. It is recommended that the Board approve the following teacher to plan and facilitate the Parent Academy Workshop at the rate of $40 per hour:

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Musilli</td>
<td>2.0</td>
<td>$80.00 (April)</td>
</tr>
</tbody>
</table>

11. It is recommended that the Board approve [redacted], District Plumber, for an unpaid extension of a previously approved non-FMLA/NJFLA designated leave of absence from an anticipated return to work date of March 04, 2019 to an anticipated return to work date of March 11, 2019.

12. It is recommended that the Board approve [redacted], Teacher, Sussex Middle School, for an extension of a previously approved continuous non-FMLA/NJFLA-designated leave of absence, utilizing accumulated sick days, from an anticipated return to work date of March 04, 2019 to March 11, 2019.

13. It is recommended that the Board approve [redacted], Special Education Teacher Assistant, Sussex Middle School, for a continuous FMLA-designated leave of absence, utilizing accumulated days, from February 15, 2019 until on or about April 05, 2019. Anticipated return to work date is April 08, 2019.

14. It is recommended that the Board approve [redacted], Teacher, C.E. Lawrence School, for an intermittent FMLA-designated leave, utilizing accumulated leave, beginning on or about March 14, 2019 to on or about June 30, 2019.

15. It is recommended that the Board approve the following:

   WHEREAS, at the November 28, 2018 meeting of the Sussex-Wantage Regional Board of Education (the "Board of Education") the Board of Education approved personnel resolution number 2, which recommended that the Board approve the termination of Employee #[redacted], part-time Special Education Teacher Assistant, Lawrence School, effective December 01, 2018; and

   WHEREAS, Employee #[redacted] has now requested that the Board of Education accept his resignation from his employment with the Board Education, effective December 01, 2018, rather than terminating his employment; and

   WHEREAS, the Board of Education is willing to rescind its approval of personnel resolution number 2 that occurred at the November 28, 2018 Board of Education meeting and to accept the resignation of Employee #[redacted] effective December 01, 2018;

   NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby rescinds its approval of personnel resolution number 2 that occurred at the November 28, 2018 Board of Education meeting, and which recommended that the Board approve the
termination of Employee # [redacted], part-time Special Education Teacher Assistant, Lawrence School, effective December 01, 2018; and

BE IT FURTHER RESOLVED, that the Board of Education hereby accepts the resignation of employee # [redacted], part-time Special Education Teacher Assistant, Lawrence School, effective December 01, 2018.

16. It is recommended that the Board approve the following:

WHEREAS, at the February 27, 2019 meeting of the Sussex-Wantage Regional Board of Education (the “Board of Education”) the Board of Education approved personnel resolution number 4, which recommended that the Board approve Linda Borowic, 3.5 hour Special Education Teacher Assistant, C.E. Lawrence School, Step 1, $16.87, effective February 28, 2019; and

WHEREAS, after the approval of the aforementioned personnel resolution number 4 and before the commencement of Linda Borowic’s employment on February 28, 2019, the Board of Education determined and advised Linda Borowic that it was unable to employ her and that the Board of Education would be voting to rescind the resolution approving her employment at the next Board of Education meeting;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby rescinds its approval of personnel resolution number 4 that occurred at the February 27 2019 Board of Education meeting, and which recommended that the Board approve Linda Borowic, 3.5 hour Special Education Teacher Assistant, C.E. Lawrence School, Step 1, $16.87, effective February 28, 2019.

Policy:

1. WHEREAS, the Board of Education has received the Superintendent’s report of incident(s) of Harassment/Intimidation/Bullying (“HIB”) within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent’s recommendations with respect to the incident(s) of HIB on this report;

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent’s recommendations as presented on the report.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools, and/or his designee, has informed the applicable parents/guardians of the students involved in these incidents with the following information within five (5) days of this Board meeting:

- The nature of the investigation;
- Whether the District found evidence of HIB;
- Whether discipline was imposed;
- Whether services were provided to address the incident of HIB.

**Presented to the Board for first review:**
WES #13 2018-2019

**Presented to the Board for second review/approval:**
SMS #7 2018-2019 (Amended)
SMS #8 2018-2019
WES #10 2018-2019
WES #11 2018-2019
WES #12 2018-2019

2. It is recommended that the Board approve the 2019-2020 School Calendar. (copy provided)

3. It is recommended that the Board approves on Second Reading the following Policies and Regulations:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>P 0155</td>
<td>Board Committees</td>
</tr>
<tr>
<td>b</td>
<td>P 5756</td>
<td>Transgender Students (M)</td>
</tr>
</tbody>
</table>

**Finance:**

1. It is recommended that the Board approve the final payment of salaries for February 28, 2019 in the amount of $745,728.45 as reviewed and as per the attached check register. (F1)

2. It is recommended that the Board approve the payment of bills for March 1 to 20, 2019 in the amount of $1,081,349.09 as reviewed and as per the attached check register. Be it further noted that the breakdown by category is as follows: (F2)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed</td>
<td>$ 132,304.43</td>
</tr>
<tr>
<td>Operating</td>
<td>$ 211,062.03</td>
</tr>
<tr>
<td>Salaries</td>
<td>$ 694,321.96</td>
</tr>
<tr>
<td>Special</td>
<td>$ 43,660.67</td>
</tr>
<tr>
<td>Total</td>
<td>$ 1,081,349.09</td>
</tr>
</tbody>
</table>

3. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, we the Trustees of the Sussex-Wantage Regional Board of Education, having reviewed the reports of the Board Secretary and the Treasurer of Monies, certify that no major account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)3, for the period ending February 28, 2019.
4. It is recommended that the Board accept the Treasurer's Report and Board Secretary's Report for the month of February 2019.

5. It is recommended that the Board approve the attached Transfers for the month of February 2019. (F5)

6. It is recommended that the Board approve professional day travel, pursuant to policies 0147, 0147A, 3440, and 4440 as per the attached. (F6)

7. It is recommended that the Board approve the payment of medical-related costs for student # [redacted]:

   Atlantic Health System $ 50.00
   Prime Healthcare Services - St. Clares LLC $ 282.92
   Atlantic Ambulance Corp $ 72.09

8. It is recommended that the Board approve the following:

   Whereas the Sussex-Wantage Regional Board of Education ("Board") established a 403(b) plan effective as of September 18, 2008 by adopting the 403(b) Plan Document for Public Education Organizations ("Plan"), as modified by an Adoption Agreement for the 403(b) Plan Document for Public Education Associations dated November 5, 2008 ("Adoption Agreement"); and

   Whereas Appendix I to the Adoption Agreement lists the vendors authorized to receive ongoing contributions and exchanges and transfers under the Plan; and

   Whereas the members of the Sussex-Wantage Regional Education Association ("Association") have requested the Board to add Security Benefit Corporation ("Security Benefit"), One Security Benefit Place, Topeka, Kansas 66636-0001 as a vendor authorized to receive ongoing contributions and exchanges and transfers under the Plan; and

   Whereas by a vote of a majority of the Board members, and as evidenced by the execution of this Addendum by the Board Secretary, the Board has agreed to the addition of Security Benefit as a vendor authorized to receive ongoing contributions and exchanges and transfers under the Plan; and

   Now Therefore, Security Benefit is hereby added as a vendor authorized to receive ongoing contributions and exchanges and transfers under the Plan:

   The addition of Security Benefit as a vendor authorized to receive ongoing contributions and exchanges and transfers under the Plan is being made solely at the request of the Association.

   By adding Security Benefit as a vendor authorized to receive ongoing contributions and exchanges and transfers under the Plan, the Board is no way endorsing or approving Security Benefit as an appropriate vendor to manage 403(b) contributions for members of the Association and employees of the Board. Association members wishing to have any
portion or all of their 403(b) Plan contributions and/or exchanges and transfers under the Plan managed by Security Benefit shall rely solely upon their own due diligence and investigation in deciding to allocate their 403(b) Plan contributions to Security Benefit.

9. It is recommended that the Board approve a 2018-2019 Breakfast Improvement Plan to be submitted to the NJ Department of Agriculture. (F9)

10. It is recommended that the Board approve the following resolution:

   Travel and Related Expense Reimbursement  
   2019-2020

WHEREAS, the Sussex-Wantage Regional Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $1,500.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of $60,000.00 for all staff and board members.

11. It is recommended that the Board approve the following resolution:

   Adoption of Tentative Budget  
   2019-2020
BE IT RESOLVED that the tentative budget be approved for the 2019-2020 School Year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Special Revenue</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Total Expenditures</td>
<td>$25,898,055.00</td>
<td>$605,049.00</td>
<td>$26,503,104.00</td>
</tr>
<tr>
<td>Less: Anticipated Revenue</td>
<td>$9,977,834.00</td>
<td>$605,049.00</td>
<td>$10,582,883.00</td>
</tr>
<tr>
<td>Taxes to be Raised</td>
<td>$15,920,221.00</td>
<td>$0.00</td>
<td>$15,920,221.00</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the 2019-2020 Budget includes adjustments for the use of banked cap, in accordance with NJAC 6A:23A-10.3(b), in the amount of $382,840.

And to advertise said tentative budget in the New Jersey Herald in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at Sussex Middle School Media Center, 10 Loomis Avenue, Sussex, New Jersey on May 1, 2019 at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

Special Services:

1. It is recommended that the Board approve home instruction for student # [Redacted] for a total of ten (10) hours per week, effective immediately, for eleven (11) weeks or until medically cleared.

2. It is recommended that the Board approve home instruction for student # [Redacted] for a total of ten (10) hours per week, effective immediately, for a total of approximately 20 hours.

3. It is recommended that the Board approve an Emergency Risk Assessment for student # [Redacted] to be performed by Lakeside Counseling Services, LLC for an amount not to exceed $175.00.
## Curriculum:

1. It is recommended that the Board approve the following field trips:

<table>
<thead>
<tr>
<th>Date</th>
<th>Grade Level/Teacher</th>
<th>Destination, Purpose, Cost</th>
</tr>
</thead>
</table>
| 04/02/19   | 3/Campana           | Lafayette Elementary School  
Explore Technology Day  
No cost to students or BOE |
| *04/08,  
*04/29/19 | 6-8/Birnbaum        | Winslow Therapeutic Riding Center  
Improve balance, posture, mobility and function  
No cost to students or BOE  
*These dates are revisions of dates previously approved in Nov. 2018 |
| 04/10/19   | 4/Leanzo, Green     | Sussex Rural Electric Cooperative  
Electrical Safety Program  
No cost to students or BOE |
| 04/10, 04/11,  
04/15, 05/07,  
05/09, 05/20,  
05/21, 05/22/19 | 6-8/Posey, Morris  | Sparta H.S., High Point H.S., Wallkill H.S., Kittatinny H.S.  
Boys and Girls Track  
No cost to students or BOE |
| 04/12/19   | K-2/Musilli, Kubrin,  
K. Flynn | Newton Shoprite  
Community education, social skills, consumer skills, life skills  
No cost to students or BOE |
| 04/18/19   | 3/Schnetzer, Cosentino | Kittatinny State Park  
Celebrate Poem in a Pocket Day and Earth Day  
No cost to students or BOE |
| 05/24/19   | 3/Schnetzer, Cosentino | Hardyston Elementary School  
Meet 2nd grade Pen Pals  
No cost to students or BOE |
| 05/29/19   | 4/Card, Camarro     | Gebhard Environmental Center  
Team building and Character Education activities  
No cost to students or BOE |
<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Event</th>
</tr>
</thead>
</table>
| 05/30/19   | 2/C. Flynn    | Wantage School  
              Aid in smooth transition to Wantage School  
              for Special Education Students  
              No cost to students or BOE                                           |
| 06/06/19   | K/All Teachers| Wantage School  
              Scholastic Book Fair  
              No cost to students or BOE                                           |
| 06/07/19   | 4/Card, Camarro | Sussex Rural Electric Cooperative  
              Electrical Safety Program  
              No cost to students or BOE                                           |
| 06/11/19   | 4/Card, Camarro | Wallkill River National Wildlife Refuge  
              Attend “Every Kid In A Park” program  
              No cost to students or BOE                                           |
|            | (rain date 06/13/19) |                                                                        |