

**SUPERINTEDENT’S REPORT & MEETING MINUTES**  
**OCTOBER 6, 2016 WORK SESSION**  
**Approved October 18, 2016**

**Roll Call:** M. Englehardt, E. Fahey, L. LaCaruba, R. Melick, J. Pettinelli, B. Preiss, & President Korbobo present. Absent – L. Reed

**Communications to the Board:** None

**Old Business:** None

**Public Input:** None

**Superintendent’s Report:**

**1. Revised Job Descriptions** – The Board was presented with 3 specific job descriptions that are recommended to replace the one general job description that currently exists.

- **Special Education Aide**
- **Instructional Aide**
- **Personal Aide**

The new job descriptions will be placed on the October 18 agenda for the Board to take action.

**2. Facility Issue/Classroom 15 Roof Leak** – Last Friday, a minor roof leak developed in the ceiling of Classroom 15. Mr. Engle checked things out. The roofing contractor is being called in to do an inspection and we will then receive recommendations on how to move forward to address the leak. There is also some evidence that the roof hatch may need to be repaired.

**3. Students Enrolments** – Two new student enrollments with special needs have recently enrolled. Depending on the CST recommendations, out of district placements or a personal aide may be needed. These are unbudgeted items and we will need to review the budget to determine how to address the unanticipated expenses.

**4. Capital Projects Update** – Next Tuesday, Mr. Mantz and I will be meeting with Greg Somjen of Parette-Somjen Architects to do a walk-thru of the building regarding the AC project and the potential relocation of the main office. He will be asked to submit an RFP that includes a fee structure. Based upon a review by Mr. Mantz and myself, an agenda item may be developed asking the Board to take action to engage the services of the firm to provide options and estimates.

**5. Curriculum and Instruction**

- Maureen Kehoe, the Director of Planning/Research/Evaluation will be meeting with Dan next Friday to review our PARCC data and begin to prioritize curriculum and instruction needs.
- On Friday, Dr. Joann Bonnville – Elementary LAL Director and Ryan Ditze-Secondary LAL Director will be meeting with Dan to begin specific discussions on the development of a written curriculum document, assessment practices, and the delivery of the curriculum. It is critical, especially with the pilot program –

Journeys, that we get a handle on the delivery of the core content standards being delivered before the administration of PARCC.

6. **QSAC/Statement of Assurances** – Dan, Dave Engle, and I have reviewed the five major QSAC categories to determine if we are in compliance. At the next meeting, you will be asked to approve the SOA. In your Board packet next weekend, you will receive a copy of the self-assessment to review prior to the Board meeting.
7. **Budget** – Your budget is very tight and I am concerned at this point in the year, if there are emergencies or unbudgeted costs, it will drain the CAP Reserve budget. You had several items that were not budgeted.
8. **Shelter in Place Last Friday** – A suspicious incident was reported at 8:30 AM last Friday at the Middle School. It actually occurred at 5:20 AM and was caught on camera. We involved the Police Department who began to investigate. Since the whereabouts of an individual could not be determined and since it also involved social media, it was recommended to implement a Shelter in Place. It was cancelled a short time later. I was in contact with Dan who I asked to send out two messages to parents. The substance of both messages was what was recommended I use by the Police Department in Phillipsburg. Information was provided to you in your Friday Blast as well as an email I sent to each of you. When we debriefed in P'burg about the incident, we had some procedures that we will be taking a second look at. Shelter in Place calls for securing the building, no visitors being permitted in the building, no outside activities, and staying in classrooms. It should also give the administration the flexibility, in consultation with the Police Department, to maintain regular activities in the building.
9. **Coverage for Saturday Activities for Outside Organizations** – In reviewing B/F requests, I noticed the AYAA pays your custodian outside of the school district for services rendered. I assumed this has been the past practice. My only concern is if the custodian was injured on the job, who would be responsible?
  - Is he an approved volunteer and do you approved volunteers as a Board?
  - If not, and the injuries are serious, who would be covering him (I doubt your insurance carrier would) and are you left open to legal action by that volunteer.
  - If you're OK with continuing that practice, let me know.
  - You could always develop a fee structure for the AYAA to reimburse the district for his services.
10. **Non-Association Contracts** - Reviewed with the Board the different types of benefit agreements and discussed the need to standardize them to also include resignation/termination clauses.
11. **Miscellaneous Items** – Flyer from Gold's Gym distributed to everyone

**Principal's Report:** Attached

**New Business:** None

**Public Input:** None

**Executive Session:**

On a motion by R. Melick and seconded by E. Fahey to enter into Executive Session at 8:09 PM to discuss Administrative Practices/Protocols & Personnel with respect to Superintendent's transition. Voice Vote: 7-0

1. Superintendent reviewed his one month transition into the district.
2. Reorganization plan was reviewed in which Ms. Jarrell will be working with the Superintendent and all Central Office duties and responsibilities will be addressed.
3. Mrs. Flynn will be working with Mr. Cullen as the Principal's secretary. As building principal, he will handle curriculum, instruction, and assessment practices as well as the day to day operations of the building.

On a motion by L. LaCaruba and seconded by R. Melick to reconvene into public session at 8:38 PM. Voice Vote: 7-0

On a motion by R. Melick and seconded by B. Preiss to adjourn at 8:40 PM. Voice Vote: 7-0