



**BOONTON PUBLIC SCHOOLS  
BOARD OF EDUCATION**

434 LATHROP AVENUE · BOONTON · NEW JERSEY · 07005

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Meeting Agenda

6:30 pm on January 6, 2025, in the Boonton High School Media Center

**CALL TO ORDER**

Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting was provided to the Daily Record, the Citizen and the Boonton Town Clerk; and posted on the District website and at the Board of Education Building at 434 Lathrop Avenue, Boonton, NJ.

**PLEDGE OF ALLEGIANCE**

**RESULTS OF THE ELECTION & OATH OF OFFICE**

Results of the election of November 5, 2024, for vacant Board of Education seats, as certified by the Morris County Clerk, and oath of office.

<b>Name</b>	<b>Term (yr)</b>
Patrick Joyce	3
Loren Katsakos	3
Irene LeFebvre	3

**ROLL CALL**

Christopher Cartelli, Jennifer Darling, Elaine Doherty, Patrick Joyce, Loren Katsakos, Irene LeFebvre, Matthew Mondino, Brianna O’Halloran, Daniel Piccioni

**BOARD REORGANIZATION**

Nominations & Elections for President and Vice President

1. Annual Meeting Calendar: The Board approves to meet on the following Mondays at Boonton High School, 306 Lathrop Avenue, Boonton, NJ. Meetings open at 6:30 pm, unless noted otherwise. In the event of a public emergency, the meetings will be held virtually, with details published on the district website.  
2025: 1/6, 1/27, 2/10, 2/24, 3/10, 3/24, 4/7, 4/28, 5/12, 6/9, 7/14, 8/11, 8/25 (if needed), 9/8, 9/29, 10/13, 10/27, 11/10, 11/24, 12/8  
2025: 1/5
2. Official Newspapers: The Board approves the Daily Record as the official daily newspaper and The Citizen as the official weekly newspaper.
3. Parliamentary Procedures: The Board meetings shall be governed by Robert's Rules of Order Newly Revised 10th Edition, by reference.
4. Code of Ethics for School Board Members: The Board approves the Code of Ethics for all School Board Members to abide by.

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
  - b. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
  - c. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
  - d. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
  - e. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
  - f. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
  - g. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
  - h. I will support and protect school personnel in proper performance of their duties.
  - i. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.
5. Board Attorney: Upon the recommendation of the Chief School Administrator, the Board approves James L. Plosia, Jr., Esq. of Plosia Cohen LLC of Morris Plains, NJ, as Board Attorney for January – December 2025 at \$175.00 per hour, estimated at \$120,000 per year.
  6. Approval to Appoint Architect of Record: The Board approves H2M Architects + Engineers as the architect of record for January – December 2025, estimated at \$25,000 per year plus projects as needed.
  7. Insurance Brokers of Record: The Board approves CBIZ Inc. of New Providence, NJ, as the District's Insurance Broker of Record for property, casualty, liability, auto, worker compensation coverage, and Doyle Alliance Group, Inc. of Woodbridge, NJ, as the Insurance Broker of Record for health insurance and dental insurance coverage, for January – December 2025.
  8. Existing Bylaws, Policies and Regulations: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt all existing Bylaws, Policies and Regulations for the Board's own operation and the operation of the school system.
  9. Job Descriptions: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the District's approved Job Descriptions.
  10. Educational Program and Services: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the Educational Curriculum/Program and Services.

11. Curriculums: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt all existing curriculums in effect at this time.
12. Textbooks: Upon the recommendation of the Chief School Administrator, the Board approves the textbooks currently in use, and further, that when new textbooks are needed, a review and approval will be completed prior to adoption.
13. Evaluation Practice Instrument: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the approved practice instruments for evaluation of staff: Danielson's Framework for Teaching 2007 edition and New Jersey Principal Evaluation for Professional Learning Observation Tool.
14. Annual Nursing Services Plan: Upon the recommendation of the Chief School Administrator, the Board approves to re-adopt the Annual Nursing Services Plan. (enclosure)
15. Emergent Hiring: The Board approves emergent hiring by the Chief School Administrator, with permission from the Board President, to be ratified at a future Board Meeting.
16. Homeless Liaison Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Director of Special Services as Homeless Liaison Officer for January – December 2025
17. Substance Awareness Coordinator: Upon the recommendation of the Chief School Administrator, the Board approves the Student Assistance Counselor as Substance Awareness Coordinator for January – December 2025.
18. Title IX Coordinator: The Board approves the Chief School Administrator or designee as Title IX Coordinator for January – December 2025.
19. Section 504 Coordinators: Upon the recommendation of the Chief School Administrator, the Board approves Building Principals as Section 504 Coordinators for January – December 2025.
20. Affirmative Action Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Business Administrator as Affirmative Action Officer for January – December 2025.
21. Public Agency Compliance Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Business Administrator as Public Agency Compliance Officer for January – December 2025.
22. Government Records Officers: The Board approves the Superintendent, or designee, as the Government Records Officer for personnel and student records; and the Board Secretary, or designee, as the Government Records Officer for all other Board and Business Office records for January – December 2025.
23. Integrated Pest Management Officer: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds, as the Integrated Pest Management Officer for January – December 2025.

24. AHERA Asbestos Program Manager: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds, as the district's AHERA Asbestos Program Manager for January – December 2025.
25. Right-To-Know Coordinator: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds, as the Right-To-Know Coordinator for January – December 2025.
26. Indoor Air Quality Designated Person: Upon the recommendation of the Chief School Administrator, the Board approves the Supervisor, Buildings and Grounds as the Indoor Air Quality Designated Person for January – December 2025.
27. Standard Operating Procedures: The Board approves to re-adopt the Standard Operating Procedures.
28. School Budgets: The Board approves the Superintendent and Business Administrator to oversee the implementation of the 2024-2025 and 2025-2026 school budgets.
29. Existing Contracts: The Board approves to re-adopt all existing contracts of the Board in effect at this time and authorized by law.
30. Sale of Surplus Property: The Board approves the Business Administrator to sell used and/or surplus (non-real estate) property not needed for school purposes for January – December 2025.
31. Tax Sheltered Annuity Plans 403(b) Type: The Board approves the following vendors to participate in 403(b) Tax Sheltered Annuity Plans with District employees for January – December 2025: AXA Equitable, Lincoln Investments, Midland, Security Benefits (Turning Pointe), USAA and Valic.
32. Tax Sheltered Annuity Plans 457(b) Type: The Board approves the following vendor to participate in 457(b) Tax Sheltered Annuity Plans with District employees for January – December 2025: AXA Equitable and Lincoln Financial Advisors.
33. Disability Insurance Plans: The Board approves the following vendors to participate in Disability and Life Insurance Plans with District employees for January – December 2025: Aflac, Allstate and Prudential.
34. Purchases on State Contract  
Whereas, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and Whereas, the Board has the need, on a timely basis, to procure goods and services utilizing state contracts, and Whereas, the Board desires to authorize its purchasing agent, for January – December 2024, to make any and all purchases necessary to meet the needs of the school district throughout the school year, Now, therefore, be it resolved, the Board authorizes the purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

35. Bid Threshold—Qualified Purchasing Agent: Whereas the bid threshold is \$44,000 for school districts with a Qualified Purchasing Agent, per the State Treasurer; and whereas Steven Gardberg, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate; the Board establishes its bid threshold amount at \$44,000 and authorizes Steven Gardberg, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A, for those purchases that do not exceed the bid threshold amount in the aggregate.
36. Emergency Checks: The Board approves the Business Administrator to write emergency checks with the permission of the Board President and Operations Committee Chair to be ratified at future Board Meeting.
37. Person Responsible for Investments: The Board approves the Business Administrator or designee as the person responsible for investments, and to make wire transfers between accounts as required.
38. Account Transfers: The Board approves the Superintendent, or designee, to make account transfers as needed between Board meetings.
39. Depository of Funds: The Board approves NJARM as the depository of funds for the referendum bond proceeds.
40. Accounts/Banking: The Board approves Provident Bank as depository for the Board funds and that Provident Bank be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes.
41. School Depositories and Signatures: The Board approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below.

<b>Name</b>	<b>#</b>	<b>Signatures</b>
General	1246	3 of BA, Superintendent, President, VP
Payroll	1262	1 of BA, Superintendent, President, VP
Payroll Agency	1270	2 of BA, Superintendent, President
Cafeteria	1297	2 of BA, Superintendent, President
SSS Activities	1386	2 of BA, Superintendent, Principal
JHS Activities	1378	2 of BA, Superintendent, Principal
BHS Activities	1319	2 of BA, Superintendent, Principal
Flexible Spending	9522	2 of BA, Superintendent, President
Scholarship Deposit	1335	2 of BA, Superintendent, Principal
Scholarship	1327	2 of BA, Superintendent, Principal
Summer Savings	6639	2 of BA, Superintendent, President
Unemployment	1289	2 of BA, Superintendent, President
Venmo	5662	2 of BA, Superintendent, President

## **CORRESPONDENCE**

### **LIAISON REPORTS**

1. John Hill School student representative
2. Boonton High School student representative
3. Parent-Teacher Association (PTA)
4. Home School Association (HSA)
5. Town Council
6. ESC of Morris County
7. MCSBA
8. NJSBA
9. Other

### **SUPERINTENDENT**

1. District News and Updates
2. Student Safety Data System Report (September - December 2024)

### **PUBLIC COMMENT ON AGENDA ITEMS**

### **MINUTES**

Approval of the following Board of Education meeting minutes.

1. Regular session: December 9, 2024 (enclosure)
2. Executive session: December 9, 2024 (enclosure)
3. Regular session: December 16, 2024 (enclosure)

### **ADMINISTRATION**

#### **PK-8**

1. Acceptance of Letter of Resignation: Upon the recommendation of the Chief School Administrator, the Board accepts a letter of resignation from Randolph Griesan, Custodian, School Street School, effective December 27, 2024, for the purpose of retirement.
2. Acceptance of Letter of Resignation: Upon the recommendation of the Chief School Administrator, the Board accepts a letter of resignation from Deborah Gleeson, Elementary Teacher, School Street School, effective June 30, 2025, for the purpose of retirement.
3. Acceptance of Letter of Resignation: Upon the recommendation of the Chief School Administrator, the Board accepts a letter of resignation from Sheila Barrientos, Elementary Teacher, John Hill School, effective June 30, 2025, for the purpose of retirement.
4. Acceptance of Letter of Resignation: Upon the recommendation of the Chief School Administrator, the Board accepts a letter of resignation from Allison Carey, Head Secretary, School Street School, effective October 1, 2025.
5. Appointment of Long-Term Leave Replacement Speech Language Specialist: Upon the recommendation of the Chief School Administrator, the Board approves Miranda

McLoughlin as the long-term leave replacement Speech Language Specialist at School Street School, at a salary of \$101,245 (Step 17 MA+30) prorated from January 17, 2025 through June 30, 2025.

6. Appointment of Paraprofessional: Upon the recommendation of the Chief School Administrator, the Board approves Michelle Becker to the position of Paraprofessional, John Hill School, at a salary of \$38,382 (Step 1), prorated from January 7, 2025 for the remainder of the 2024-2025 school year.
7. Title I - Teachers for Parent and Child Family Engagement Nights: Upon the recommendation of the Chief School Administrator, the Board approves the following staff members for Parent and Child Title I Family Engagement Nights during the 2024-2025 school year, at a rate of \$40.00 per hour, for up to 4 hours per night each, for planning and presentation of program:

Maria Beaton	Kaitlin Brown	Megan Bialek
Elisabeth Cunningham	Krystal Aug	Mickey Norton

8. Title III - Teacher for Parent and Child Family Engagement Nights: Upon the recommendation of the Chief School Administrator, the Board approves Monica Nieves for Parent and Child Title III Family Engagement Nights during the 2024-2025 school year, at a rate of \$40.00 per hour, for up to 4 hours per night each, for planning and presentation of program.
9. Field Trip: Upon the recommendation of the Chief School Administrator, the Board approves the following field trip destination for the 2024-2025 school year:

Grade/Group	Destination
Grades 6-8 Gifted and Talented	Morristown Unitarian Fellowship

10. Approval to Revise Out-of-District Placement: Upon the recommendation of the Chief School Administrator, the Board approves to revise the out-of-district placement, previously approved on December 9, 2024 for the 2024-2025 school year at the Shepard School, to the following, and that transportation be arranged as needed:

Pillar Elementary School  
Student State ID# 4528801449-B  
2024-2025 school year, beginning December 9, 2024  
Tuition - \$419.25 per day (117 days)  
1:1 Aide - \$245.00 (117 days)

11. Extend Home Instruction Services: Upon the recommendation of the Chief School Administrator, the Board approves to extend the home instruction services for Student State ID# 2674022887-B, previously approved on December 9, 2024 for up to 20 total hours between November 25, 2024 and December 20, 2024 to extend through January 6, 2025.
12. Home Instruction: Upon the recommendation of the Chief School Administrator, the Board approves the provision of home instruction for Student State ID# 6962093758-B for up to 20 hours per week, beginning December 16, 2024, with instruction to be provided by Brookfield Schools at a rate of \$40.00 per hour.

13. Instructional Aide: Upon the recommendation of the Chief School Administrator, the Board approves a 1:1 Instructional Aide for out-of-district Student State ID# 6871142752-B, beginning January 2, 2025 for the remainder of the 2024-2025 school year, at a rate of \$255.00 per day..
14. Bilingual Evaluation: Upon the recommendation of the Chief School Administrator, the Board approves a Bilingual Speech Evaluation for Student State ID# 8646479953-B to be conducted by Hillmar, LLC at a rate of \$675.00.

**PK-12**

1. Field Trips: Upon the recommendation of the Chief School Administrator, the Board approves the following field trip destinations for the 2024-2025 school year:

Grade/Group	Destination
Grades 9-12 (Teaching & Learning Academy)	Seton Hall University
Grades 9-12 (Criminal Justice Academy)	Boonton Police Dept
Grades 9-12 (Gateway Academy)	Lincoln Park Middle School
Grades 10-12 (Criminal Justice & Business Academy)	Seton Hall University
Grades 11-12 (STEM Academy)	County College of Morris
Grades 11-12 (Business Law & Criminal Justice Academy)	Boonton Municipal Building
Grades 9-12 (Morris County Football Luncheon)	Knight of Columbus
Grades 9-12 (CBI)	Willowbrook Mall

2. Letter of Resignation: Upon the recommendation of the Chief School Administrator, the Board accepts a letter of resignation from Frank Evans, Boonton High School Custodian, effective June 30, 2025, for the purpose of retirement.
3. Amend Start Date for District Technology Coordinator: Upon the recommendation of the Chief School Administrator, the Board approves to amend the start date for John Gaertner, District Technology Coordinator, previously approved on November 25, 2024 from January 27, 2025 to start January 20, 2025.
4. Addition to Substitute List: Upon the recommendation of the Chief School Administrator, the Board approves the following addition to the 2024-2025 substitute list:
 

Substitute Teacher/Paraprofessional Veronica Gatto
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5. Senior Portfolio Staff: Upon the recommendation of the Chief School Administrator, the Board approves Michelle McBride for ELA Senior Portfolio at Boonton High School for up to 20 total hours at a rate of \$40.00 per hour.
6. Appointment of Paraprofessional: Upon the recommendation of the Chief School Administrator, the Board approves Marissa Haight to the position of Paraprofessional, Boonton High School, at a salary of \$38,382 (Step 1), prorated from January 7, 2025, for the remainder of the 2024-2025 school year.

## HIB REPORT

Upon the recommendation of the Chief School Administrator, the Board approves to affirm the findings and recommendations on the following Harassment, Intimidation and Bullying complaint: BHS #4.

## POLICY

Upon the recommendation of the Chief School Administrator, the Board approves the reading of the following:

First Reading

Policy #9181 – Volunteer Athletic Coaches and Co-Curricular Advisors ([attachment](#))

## OPERATIONS

1. Payments: The Board approves these Check Journals.
 

\$755.00	12/09/2024	Student Activity JHS ( <a href="#">attachment</a> )
\$856,391.20	12/18/2024	General checks ( <a href="#">attachment</a> )
\$86,497.60	12/18/2024	General ACH ( <a href="#">attachment</a> )
\$15,494.63	12/18/2024	Cafeteria ACH ( <a href="#">attachment</a> )
\$25,902.20	01/06/2025	General checks ( <a href="#">attachment</a> )
  
2. Payroll Expenses: The Board approves the following payroll expenses.
 

\$1,069,338.34	12/15/2024
\$1,038,294.73	12/30/2024
  
3. Professional Development: The Board approves these professional development expenses, in accordance with OMB Guidelines, State travel regulations and/or employee contracts.

Name	Date (s)	Workshop / Conference	Total Cost
Matt Emering	12/6/2024	NJ Aviation Ed Council Round Table, Whippany	\$6.00
Vicki Cornell	12/6/204	NJ Aviation Ed Council Round Table, Whippany	\$6.00
Wayne Barreto	12/10/24	Girls Soccer All County Banquet, East Hanover	\$53.46
Rebecca Kipp-Newbold	1/22/25	NJ District Test and Technology, Coordinator Training, Princeton	\$39.95
Julie Rienzi	1/28/25	Understanding HIB Characteristics, New Brunswick	\$39.76
Bevin Hughen	12/17/24	AVID Coordinator Workshop, Rockaway	\$8.93
Rebecca Kipp-Newbold	1/23/25	24.25 Regional Preschool Admin, Meeting, Paterson	\$19.36
Rebecca Kipp-Newbold	1/28/25	Understanding HIB Characteristics, New Brunswick, NJ	\$40.33

4. Use of Facilities: The Board approves the District Facilities Use List of 1/6/2025 to organizations, provided all required documents are submitted. District teams have priority. No activities on days school is closed. Use of all gyms and fields are coordinated with the Athletic Director. All permits are pending building administration final approval and receipt of documentation.

Permit #	Requested by / Facility / Dates
2412-0000	Tri Town Little League; Uniform Night BHS Cafeteria Thursday 4/3/2025 (4:00 – 9:00 PM)
2412-0001	Boonton Preschool STEM Night BHS Rooms, 101,103,104 Thursday 1/9/2025 (5:00 – 8:00 PM)
2412-0002	Boonton Hills & Valley LAX; Girls Outdoor Clinic BHS Turf Saturdays 4/5 - 5/31/2025 (2:00 – 6:00 PM)
2412-0003	Boonton Hills & Valley LAX; Girls Indoor Clinic SSS Multipurpose Room Mondays, Wednesdays, Fridays 3/3 - 3/28/2025 (6:30 – 9:30 PM) NO ACCESS WHEN SCHOOL IS CLOSED
2412-0004	Tri Town Little League; Fundraising Event BHS Gym Friday 5/16/2025 (4:00 – 10:00 PM)
2412-0005	Boonton Hills & Valley LAX; Outdoor Practice BHS Turf Saturdays 3/1 - 3/29/2025 (2:00 – 6:00 PM)
2412-0006	Boonton PTA: Penny Wars SSS – Multipurpose Room Monday-Friday 1/27 - 1/31/2025 (10:30 AM – 1:30 PM)

5. Agreement with County of Morris: The Board approves the Modification Agreement for Renewable Energy Program with the Morris County Improvement Authority, providing for early removal of solar photovoltaic systems at Board of Education facilities.
6. Corrective Action Plan FY2024: The Board accepts the Corrective Action Plan in response to the FY2024 Comprehensive Annual Financial Report (CAFR) and Auditors Management Report (AMR). (enclosure)

**OPEN PUBLIC COMMENT**

**OTHER BUSINESS OF THE BOARD**

Next meeting is January 27, 2025

## **EXECUTIVE SESSION**

Be it resolved, that the following portion of this meeting dealing with the following generally described matters shall not be open to the public: Personnel matters; Current or Potential Litigation; and Matters of Attorney/Client Privilege. Be it further resolved, that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when confidentiality is no longer required. Be it further resolved, that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Open Public Meetings Act: Would constitute an unwarranted invasion of individual privacy; Related to investigation of violations or possible violations of the law; Related to pending/anticipated litigation or contract negotiations in which the Public body is or may be a party; and Falls within the attorney-client privilege and confidentiality is required.

## **ACTION TO BE TAKEN**

Adjourn executive session and return to open session.

## **ADJOURNMENT**

Respectfully Submitted,

Steven Gardberg  
Board Secretary

**BOARD APPROVAL:**