

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey**

ACTION/WORK SESSION MINUTES

March 13, 2017

District Conference Room

Roll Call – Executive Session

Upon roll call at 7 P.M., the Board members responded as follows: Mmes. Becker, Castor, Kilday, Quinlan, and Sciancalepore. Messrs. Becker, Bunting, Butto, and Porro. Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank C. Ceurvels, Business Administrator/Board Secretary; were also present.

The meeting was called to order by the Board president at 7 P.M. Mr. Becker announced that adequate notice of the meeting has been posted and published as required by law.

A motion was made by Mrs. Quinlan and seconded by Mrs. Castor and unanimously carried to move into Closed Executive Session for the purpose of discussing personnel, litigation, and negotiations. Information from the Closed Executive Session will be made public at the discretion of the Board, as per Board Bylaw 0166, Executive Sessions, or as otherwise authorized by law. The Closed Executive Session was adjourned at 8 P.M.

Roll Call – Action/Work Session

Upon roll call at 8 P.M. Board members responded as follows: Mmes. Becker, Castor, Kilday, Quinlan, and Sciancalepore. Messrs. Becker, Bunting, Butto, and Porro. Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank Ceurvels, Business Administrator/Board Secretary; and were also present.

The meeting was called to order by the Board president at 8 P.M. Mr. Becker announced that adequate notice of the meeting has been posted and published as required by law. He read a public statement advising the public to be aware that employees of the Ramapo Indian Hills Regional High School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. Mr. Becker further stated that the Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

BOARD PRESIDENT'S REPORT

Mr. Becker invited Mr. Finan, IHHS, Student Board Representative, to present his report as follows: Mr. Finan stated: 1) the Battle of the Bands event is scheduled on March 24; 2) the IHHS Spring Musical, Legally Blonde, is scheduled on April 20, 21, and 22; 3) Mr. IHHS is scheduled on March 22; and 4) IHHS Academic Decathlon Team finished fifth in the State Competition.

SUPERINTENDENT'S REPORT

Mrs. MacKay welcomed everyone to the Board Meeting. She reported that Mr. Michael Marano is currently working on the 2017-18 Master Schedule and student schedules will be mailed to students at the end of May.

Mrs. MacKay invited Mr. Wolff, District Security Coordinator, to discuss the Share 911 Program. A brief question and answer session followed the presentation.

Mrs. MacKay thanked Mr. Wolff for his presentation.

BUSINESS ADMINISTRATOR'S REPORT

Mr. Ceurvets reported on District projects as follows: 1) the members of the Facilities Committee toured the IHHS Locker Room; the lockers will be installed soon and the tile work will be completed by the end of the month; 2) a resolution for Board approval of the RHS Bleacher upgrades is included on the agenda; 3) the 2017-18 Budget will be submitted to the County Office for review and approval; the District's State aid figures remained the same as last year; and 4) the District's Public Budget Hearing will be re-scheduled from May 8 to April 24, 8 P.M.

Mr. Ceurvets will continue to keep the Board members up to date as to the status of these District projects.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

A. Moved by KILDAY Seconded BUNTING to open the meeting to public discussion.

No discussion.

B. Moved by CASTOR Seconded BUNTING to close public discussion of agenda items and to re-enter the Action/Work Session.

ACTION ITEMS - ✓ = Yes

The following motions were approved by roll call: **P1 – PO1**

Moved by: CASTOR Seconded: BECKER

PERSONNEL

- P1. To extend the unpaid Family Leave of Absence for Kathleen Smith, RHS, Special Education, from December 21, 2016 - March 3, 2017 to December 21, 2016 - March 24, 2017.
- P2. To approve the request for an unpaid Family Leave of Absence, utilizing The Family and Medical Leave Act (FMLA) and The New Jersey Family Leave Act, concurrently, for Denise Holding, IHHS, Science, effective for the period March 27 - April 28, 2017.

- P3. To confirm the request for an unpaid Family Leave of Absence, utilizing The Family and Medical Leave Act (FMLA) and The New Jersey Family Leave Act, concurrently for Linda Lucibello, RHS, Security Aide, effective for the period January 23 - April 28, 2017.
- P4. To approve the appointment of Keri Myones, RHS, English, to serve as a mentor to Jin Young Ahn, effective for the period March 22 - June 22, 2017, in accordance with the *Agreement between the RIHEA and the Board of Education*, stipend to be pro-rated up to \$450 for the full term of the mentorship.
- P5. To approve, as recommended by the Superintendent of Schools, the appointment of athletic coaches, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2016-17 School Year; and move to approve applicants' attestation that she/he has not been convicted of any disqualifying crime pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq.* Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2016-17 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision as follows:

Indian Hills High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Diane Pevny	Asst. Strength & Conditioning	Standard	4	\$2,314
Thomas Bailey	Asst. Golf	CEAS	2	2,285

- P6. To approve the changes in assignment for District Athletic Coaches as follows:

<u>Name</u>	<u>Change in Assignment</u>
Michael Esposito	from Asst. Baseball, Step 2, \$4,784, to Co-Asst. Baseball, Step 2, \$2,392
Garrison Ward	from Asst. Baseball, Step 2, \$4,784, to Co-Asst. Baseball, Step 2, \$2,392

- P7. To approve the placement of Anjelica Barone, a Fairleigh Dickinson University student, at Indian Hills High School, Child Study Team, to complete her School Psychology Doctoral Internship, effective for the 2017-18 School Year.
- P8. To approve the appointment of Volunteer Coaches, effective for the 2016-17 School Year. Authorization for employment is based on prior verification of background check pursuant to the provisions of *N.J.S.A. 18:6-7.1, et. seq., N.J.S.A. 18A:39-17, et. seq., or N.J.S.A. 18:6-4.13 et. seq.* as follows:

<u>Name</u>	<u>Position</u>
Victor Miroddi	Softball/RHS
Frank Morano	Girls' Lacrosse/IHHS

- P9. To accept, with regret, the resignation of Joseph Sabella, IHHS, Asst. Spring Strength and Conditioning Athletic Coach, effective immediately.
- P10. To accept, with regret, the resignation of Felice Bernard, IHHS, English, effective June 30, 2017.
- P11. To accept the retirement, with regret, effective March 24, 2017, as follows:

WHEREAS, Kathleen Smith has dedicated herself to the Ramapo Indian Hills Regional High School District for 10 years and 7 months as a Special Education Teacher; displaying an unselfish commitment to our children; exemplifying the ideals of professionalism and the standard of excellence, and

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education, together with its citizens, wishes to acknowledge exemplary service that Kathleen Smith has provided our children,

NOW, THEREFORE, BE IT RESOLVED THAT the Ramapo Indian Hills Regional High School District Board of Education does hereby extend its appreciation and gratitude to Kathleen Smith in recognition of her exemplary service to our school district.

EDUCATION

- E1. To approve the participation of N.H., a home-schooled student, in the Ramapo High School Golf Program effective for the 2016-17 School Year, in compliance with Policy 9270, NJSIAA Requirements, New Jersey Homeschooler Guidelines, and as per N.J.A.C. 6A:22.
- E2. To approve District student field trips and transportation costs for the 2016- 17 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Panasonic, Newark	Panasonic Challenge	March 13, 2017	\$192.50
Camp YDP	Interact	March 28, 2017	137.50
Northern Highlands High School	IHHS & RHS Science Leagues	April 20, 2017	137.50
9/11 Museum, NYC	Law & Human Rights	April 26, 2017	0

Federal Reserve, NYC	UP Prin/Finance	April 26, 2017	0
NJIT	Panasonic Challenge	April 27, 2017	220.00
Liberty Science Center	UP SMR Anatomy	May 12, 2017	385.00
Northern Highlands High School	STEM Team	May 16, 2017	220.00
Lower Manhattan Walk Tour	AP USH 1 & 2	May 24, 2017	376.57

E3. That home instruction for a District student, at the contracted hourly rate, be approved as follows:

<u>Student No.</u>	<u>School</u>	<u>Grade</u>
4200878	IHHS	9

OPERATIONS

OP1. To approve the use of the Ramapo Indian Hills Regional High School District facilities for the date(s) indicated in accordance with the rules and regulations governing said use as follows:

Indian Hills High School

RYSA Wildcats Soccer Games; Athletic Fields; Saturdays, April 1 - June 1, 2017; 6 - 8:30 P.M.

Oakland Recreation Softball Practice/Games; Softball Field; Saturdays, March 26 - October 28, 2017, 1 - 7 P.M, & Sundays, March 27 - October 29, 2017, 10 A.M. - 7 P.M.; & Mondays - Fridays, April 3 - October 29, 2017, 6 - 9 P.M.

Ramapo High School

Educational Services Center SAT Prep Course; Classroom; March 15, 22, & 29, April 5, 19, 29, and May 3, 2017; 6:30 - 9:30 P.M.

OP2. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education (“Board”) has established a Capital Reserve Account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit; and

WHEREAS, the Board may use the Capital Reserve Account to implement a capital project in the District's Long-Range Facilities Plan (hereinafter referred to as "LRFP") as required pursuant to *N.J.S.A. 18A:7G-4(a)* and *N.J.A.C. 6A:26-2*; and

WHEREAS, pursuant to *N.J.A.C. 6A:23A-14.1*, the Board may, by resolution, transfer funds from the Capital Reserve Account to the line items in the Capital Outlay/Major Account Fund to fund the total costs of an "Other Capital Project" that would not otherwise be eligible for funding, as determined in accordance with *N.J.A.C. 6A:26-3*; and

WHEREAS, the 2016-17 Budget includes authorization for a designated deposit to Capital Reserve specifically to fund this Project; and

WHEREAS, the Home Bleacher Replacement Project has been designated as a high priority project and has been added to the District's LRFP; and

WHEREAS, the Board intends to transfer \$664,500 from its Capital Reserve Account to its Capital Outlay/Major Account Fund to fund the total costs of the Project.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby authorizes the use of Capital Reserve to fund the Project.
2. The Board hereby approves the total transfer of \$664,500 from the Capital Reserve Account to the Capital Outlay/Major Account Fund to fund total costs.

The Board hereby authorizes the Business Administrator/Board Secretary to generate account transfers to effectuate the terms of the resolution. This resolution shall take effect immediately.

OP3. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education ("Board") advertised for bids for the Home Bleacher Replacement Project at Ramapo High School ("Project"); and

WHEREAS, on March 1, 2017, the Board received bids for the Project; and

WHEREAS, the lowest responsible bid for this Project was submitted by Rochelle Contracting Co., Inc. ("Rochelle Contracting") with a base bid in the amount of \$508,000, together with Alternate B, in the amount of \$17,000; Alternate C, in the amount of \$4,200; and Alternate D, in the amount of \$3,800, for a total contract sum of \$533,000; and

WHEREAS, the bid submitted by Rochelle Contracting is responsive in all material respects and it is the Board's desire to award the contract for the Project to Rochelle Contracting.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby awards the contract for the Project to Rochelle Contracting for a total contract sum of \$533,000.
2. This award expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, and an executed A-101, Standard Form of Agreement Between Owner and Contractor, and an A-201, General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

FINANCE

F1. To approve the resolution as follows:

BE IT RESOLVED to approve the FY18 School District Budget for submission to the Interim Executive County Superintendent as follows:

	<i>Budget</i>	<i>Local Tax Levy</i>
Total General Fund	\$52,823,497	\$48,965,403
Total Special Revenue Fund	466,477	0
Total Debt Service Fund	1,582,050	1,582,050
TOTAL	\$54,872,024	\$50,547,453

F2. To approve the resolution as follows:

WHEREAS, school district Policy 9250 and N.J.A.C. 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2017-18;

WHEREAS, the Ramapo Indian Hills Regional High School District appropriated \$82,721 for travel during the 2016-17 School Year and has spent \$27,014 as of February 28, 2017.

NOW, THEREFORE BE IT RESOLVED, that the Ramapo Indian Hills Regional High School District Board of Education hereby establishes the school district travel maximum for the 2017-18 School Year at the sum of \$90,000.

BE IT RESOLVED that the school business administrator shall track and record these costs to insure that the maximum amount is not exceeded.

F3. To approve the resolution as follows:

WHEREAS, the District employees, as listed below, have submitted requests for reimbursement for work-related travel that is directly related to and within the scope of each employee's current work responsibilities; and

WHEREAS, the Board has previously authorized such work-related travel, and the District's school business administrator or designee has reviewed the documentation submitted by each employee and found same to be in compliance with the Board's policy provisions and approval requirements; and

WHEREAS, the documentation specifies for each item of reimbursement the specific promotion of delivery of instruction or furtherance of the efficient operation of the school district, and the amount of each listed reimbursement does not exceed State travel reimbursement guidelines;

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Board Policy and *N.J.A.C. 6A:23B-1.1 et seq.*, that the Board of Education hereby approves work-related travel reimbursement to its employees as set forth below:

<u>Req. No.</u>	<u>Employee</u>	<u>Conference</u>	<u>Date</u>	<u>Expenses</u>
IH16-61	Peller	NJCTE	April 1, 2017	\$59.22
IH16-62	Davidson	NJCTE	April 1, 2017	47.00
IH16-63	Fanale	DECA	April 25-30, 2017	2,577.00
IH16-64	Stanczak	NJCTE	April 1, 2017	44.03
IH16-65	Zielenkiewicz	DECA	April 25-30, 2017	2,327.00
IH16-66	Cheff	DECA	April 25-30, 2017	2,357.00
IH16-67	Wasserman	Mental Health First Aid	May 3, 2017	75.00
IH16-68	Heusser	Religion & World War II	April 21, 2017	68.48
R16-53	Dargento	NJPSA	March 31, 2017	448.00
D16-16	Ceurvels	NJASBO	June 6-9, 2017	784.00

F4. To confirm the approval of a request for reimbursement, previously approved by the Board of Education, for work-related travel that is directly related to and within the scope of a District employee's current work responsibilities; and

WHEREAS, the Board has previously authorized such work-related travel, and the District's school business administrator or designee has reviewed the

documentation submitted by the employee and found same to be in compliance with the Board's policy provisions and approval requirements; and

WHEREAS, the documentation specifies for each item of reimbursement the specific promotion of delivery of instruction or furtherance of the efficient operation of the school district, and the amount of each listed reimbursement does not exceed State travel reimbursement guidelines;

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Board Policy and *N.J.A.C. 6A:23B-1.1 et seq.*, that the Board of Education hereby confirms a prior Board poll previously authorizing work-related travel reimbursement to a District employee as set forth below:

<u>Req. No.</u>	<u>Employee</u>	<u>Conference</u>	<u>Date</u>	<u>Expenses</u>
R16-54	Anello	DAANJ	March 13-15, 2017	\$1,272.34

POLICY

PO1. To approve the first reading of Policy No. 8454, Management of Pediculosis.

P1 – PO1

RC): Becker ✓, Bunting ✓, Castor ✓, Kilday ✓, Porro ✓,
Quinlan ✓, Sciancalepore ✓, Butto ✓, Becker ✓

COMMITTEE REPORTS

Mrs. Becker stated that a Crisis Management Committee Meeting is scheduled on March 17.

Mrs. Kilday reported that the members of the Facilities Committee met prior to tonight's meeting. She thanked Mrs. MacKay and Mr. Ceurvels for the work completed on the IHHS Locker Room Project. She also stated that she is happy that both the RHS and IHHS Away Bleacher Project is scheduled for the summer of 2018.

Mr. Butto reported that the members of the Finance Committee met on March 3 to discuss the proposed budget.

Mrs. Castor reported that the March 14 Education Committee Meeting will be re-scheduled.

Mrs. Quinlan reported that a Personnel/Goals/Evaluation Committee Meeting is scheduled on March 21.

BOARD COMMENTS

Mrs. Kilday stated that she attended the RAALC Panel at Ramapo High School and stated that it was an outstanding program.

Members of the Board thanked Mr. Wolff for his presentation.

Mrs. Castor stated that she attended the March 4 Super Quiz event and stated it was a great program. She also stated that Board Certification should be attained by September 2017.

Mrs. Sciancalepore reported that she attended the RAALC Panel at Ramapo High School, and stated that Mrs. MacKay was a member of the panel. Mrs. Sciancalepore stated that it was a very good program.

PUBLIC DISCUSSION

A. Moved by PORRO Seconded CASTOR to open the meeting to public discussion.

No discussion.

B. Moved by KILDAY Seconded QUINLAN to re-enter the Action/Work Session.

ANTICIPATED FUTURE MEETING DATES

Mr. Becker announced anticipated future meeting dates as follows:

Monday, March 27, 2017, Regular Public Meeting, District Conference Room, 8 P.M.

ADJOURNMENT

Moved by KILDAY Seconded: QUINLAN to adjourn at 9:27 P.M.

E. David Becker
Board President

Frank C. Ceurvels
Business Administrator/Board Secretary