

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

ACTION/WORK SESSION MINUTES

April 17, 2017

District Conference Room

Roll Call – Executive Session

Upon roll call at 7:02 P.M., the Board members responded as follows: Mmes. Becker, Castor, Kilday, Quinlan (ABSENT), and Sciancalepore (7:09 P.M.). Messrs. Becker, Bunting, Butto (ABSENT), and Porro (ABSENT). 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 7:04 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. Becker 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 (ABSENT), and Sciancalepore. Messrs. Becker, Bunting, Butto (8:38 P.M.), and Porro (ABSENT). 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. Forsyth, IHHS, Alternate Student Board Representative, to present his report as follows: 1) the Spring Musical is scheduled April 20, 21, and 22; and 2) members of the DECA Club will be competing in CA next week.

SUPERINTENDENT'S REPORT

Mrs. MacKay welcomed everyone to the Board Meeting.

Mrs. MacKay introduced Mrs. Sarracco, RHS, Music Teacher & Band Director; Ms. Emily Amatulli, District Music Teacher; and Mr. Joseph DelBuono, RHS, Social Studies & Music Supervisor; to the Board and invited them to discuss the recent Band Trip to Anaheim, CA. Mrs. Sarracco discussed the trip and presented a short video.

Mrs. MacKay thanked Mrs. Sarracco, Ms. Amatulli, and Mr. DelBuono for their commitment to the District's Music Program.

Mr. Becker invited Mr. Matt Lee, New Jersey School Board Field Representative, to present the Board Self-Evaluation to the members of the Board. He distributed a copy of the Board Self-Evaluation to each Board member and discussed the results of the Self-Evaluation.

Mr. Lee also discussed the process to be followed for completion of the Superintendent's Evaluation.

Board discussion followed.

BUSINESS ADMINISTRATOR'S REPORT

Mr. Ceurvels reported on District projects as follows: 1) the District has received proposals from four architectural firms in response to the District's RFP for the Long-Range Facilities Plan; meetings will be scheduled with these firms and a Board Ad Hoc Committee will be

established to interview the two firms recommended by the District Committee.

Mr. Ceurvels will continue to keep the Board members up to date as to the status of this District initiative.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

A. Moved by BECKER 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 – PO2**

Moved by: KILDAY Seconded: BECKER

PERSONNEL

P1. That as recommended by the superintendent of schools, the following person be appointed to fill the position for the length of time and with the compensation noted, subject to all federal, state, county and local regulations, governing said employment; and further that the president and secretary, as proper officers of the Board of Education, be authorized and directed to issue the proper contracts for the 2016-17 School Year; and move to approve applicant’s attestation that 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. Further move to approve the assignment of the appropriate Unique Position Code as required by State Statute, as applicable:

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Basis of Employment</u>	<u>Employment Date</u>	<u>Annual Salary</u>
Raymond Soff	Instructional Aide/RHS	Step 4	10 months	4/18/17 - 6/30/17	\$26,601 ^{1/2}

Replacement for Samantha Fontanella
Pro-rated

P2. To approve, as recommended by the superintendent of schools, Giuseppina Gaglione, RHS, Special Education Teacher, replacement for Kathleen Smith, MA, Step 10, \$63,133, pro-rated, conditional upon the receipt of appropriate New Jersey Certification, effective for the period May 17 - June 30, 2017, subject to all federal, state, county and local regulations, governing said employment; and further that the president and secretary, as proper officers of the Board of Education, be authorized and directed to issue the proper contract for the 2016-17 School Year; and move to approve applicant’s attestation that she 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. Further move to approve the assignment of the appropriate Unique Position Code as required by State Statute.

P3. To approve the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing unused sick leave as allowed by law, for Jill Matcovich, RHS, Special Education, effective on or about June 2 - 23, 2017.

P4. To approve the sixth period teaching assignment for District staff at a pro-rated amount of \$9,530 as follows:

<u>Staff</u>	<u>Assignment</u>
Maria LaBarbiera, IHHS, Special Education	Period 1 A & B, effective for the period April 24 - June 22, 2017

Michelle Clancy, IHHS, Special Education	Period 2 A & B, effective for the period April 24 - June 22, 2017
Lauren Buchalski, IHHS, Science	Period 4 A & B, effective for the period April 24 - June 22, 2017
Kathleen Jerzewski, IHHS, Science	Period 5 A & B, effective for the period April 24 - June 22, 2017
Samantha Janiszak, IHHS, Special Education	Period 8 A & B, effective for the period April 24 - June 22, 2017

P5. To amend the sixth period teaching assignment for District staff at a pro-rated amount of \$9,530 as follows:

<u>From</u>	<u>To</u>
Carly Hausch, IHHS, Math, Period 1 A & B, effective for the period January 9 - April 17, 2017	Carly Hausch, IHHS, Math, Period 1 A & B, effective for the period January 9 - May 26, 2017
Diane Belinfanti, RHS, English, Period 5 A & B, effective for the period January 5 - April 17, 2017	Diane Belinfanti, RHS, English, Period 5 A & B, effective for the period January 5 - May 26, 2017
Lona Ozrek, RHS, Math, Period 7 A & B, effective for the period January 5 - April 17, 2017	Lona Ozrek, RHS, Math, Period 7 A & B, effective for the period January 5 - May 26, 2017
Jill Matcovich, RHS, Math, Period 8 A, effective for the period January 6 - April 17, 2017	Jill Matcovich, RHS, Math, Period 8 A, effective for the period January 6 - May 26, 2017

P6. To amend the additional class coverage assignment for Jin-Young Ahn, RHS, Special Education, Long-term Replacement Teacher, at the appropriate contracted rate, BA, Step 1, \$250.18/diem, effective for the period March 22 - May 26, 2017.

P7. To approve the appointment of Peter Kanefke, RHS, Science, as mentor to Rebeca Gordy, RHS, Science, effective for the 2016-17 School Year, 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.

P8. To approve the following individuals listed below as substitute teachers for the 2016-17 School Year; and move to approve applicants' attestation that he/she 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., as applicable:

<u>Name</u>	<u>Location</u>
Joseph Frodella	District
Kamran Hatefi	District
Elizabeth Levine	District
Andrea Powers	District
Michael Swanson	District

P9. To accept retirement, with regret, effective June 30, 2017, as follows:

WHEREAS, Joseph Leicht has dedicated himself to the Ramapo Indian Hills Regional High School District for 43 years as a Mathematics Teacher, Basketball Coach, Softball Coach, Asst. Baseball Coach, Asst. Basketball Coach, Asst. Football Coach, Strength & Conditioning Coach, Cheerleader Advisor, and Intramurals Advisor; 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 Joseph Leicht 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 Joseph Leicht in recognition of his exemplary service to our school district.

P10. To accept, with regret, the resignation of Lucy Liu, District, World Languages Teacher, effective June 30, 2017.

P11. To accept, with regret, the resignation of a District Athletic Coach as follows:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Thomas Witterschein	Asst. Ice Hockey	effective immediately

EDUCATION

E1. To approve a District student field trip and transportation cost for the 2016-17 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Mansfield, MA	RHS Boys' Lacrosse	April 21 - 22, 2017	\$0

E2. To approve the resolution as follows:

BE IT RESOLVED by the Ramapo Indian Hills Regional High School District Board of Education (hereinafter referred to as the "Board") that the terms, stipulations and conditions as established in the Settlement Agreement and Release (hereinafter referred to as "Agreement") between the Board and the Parents of a student whose name is on file in the Superintendent's Office, and which Agreement is located in the student's file, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

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>
420607	RHS	9
417453	RHS	12

OPERATIONS

OP1. To approve the resolution as follows:

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter Cooperative Pricing Agreements or its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency" has offered voluntarily participation in a Cooperative Pricing System for the provision and performance of goods and services;

WHEREAS, on April 25, 2016, the governing body of the Ramapo Indian Hills Regional High School District Board of Education, County of Bergen, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE BE IT RESOLVED that this resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Ramapo Indian Hills Regional High School District Board of Education.

Pursuant to the provisions of N.J.S.A. 40A: 11-11(5) the Business Administrator/Board Secretary is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency. The Lead Agency shall be responsible for complying with the provisions

of the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey .

OP2. To approve Change Order No. 004, dated March 27, 2017, from DiCarolus Associates, Inc., Hackensack, New Jersey, for Contract No. 69 - *Nurse’s Office Upgrades at Indian Hills High School*, to include the following:

<u>Change Order No.</u>	<u>Description</u>	<u>Amount</u>
004	Credit for installation of clocks and speakers by the BOE.	\$(824.50)

The Original Contract Sum is \$389,782,00. (The net change by previously authorized Change Order was \$10,045.44; the Contract Sum prior to this Change Order was \$399,827.44. The Contract Sum will be decreased by \$824.50; New Contract Sum total \$399,002.94.)

OP3. To authorize and approve the donation of 50 Lacrosse Helmets, obsolete Indian Hills High School athletic equipment, to the Greece Lacrosse Program, Thessaloniki, Greece.

FINANCE

F1. To approve the resolution as follows:

WHEREAS, the District employees 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 travel requests listed below 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>
R16-56	Whaley	SUPA Spring Seminar	May 5, 2017	\$58.60
R16-57	Fernandez-Vilaseca	Positive Discipline	April 21-22, 2017	450.42
R16-58	T. Smith	IPM Training	April 28, 2017	50.00

POLICY

PO1. To approve the first reading of District Policies as follows:

<u>Policy</u>	<u>Policy No.</u>
Special Education	2460
Surrogate Parents and Foster Parents	2467
Independent Educational Evaluations	2468
Creating Positions	3111
Employment of Teaching Staff Members	3125
Employment of Substitute Teachers	3125.2

District Mentoring Program	3126
Resignation	3141
Nonrenewal of Nontenured Teaching Staff Member	3142
Teaching Staff Member/School District Reporting Responsibilities	3159
Outside Activities	3230
Outside Employment as Athletic Coach	3231
Tutoring Services	3232
Professional Development for Teachers and School Leaders	3240
Teaching Staff Member Tenure Acquisition	3372
Tenure Upon Transfer or Promotion	3373
Nonrenewal of Nontenured Support Staff Member	4146
Support Staff Member/School District Reporting Responsibilities	4159
Health Services	5310

PO2. To approve District Bylaw 0155.1, Use of Teleconferencing in Committee Meetings.

P1 - PO2

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

COMMITTEE REPORTS

Mrs. Becker stated that a Crisis Management Committee Meeting is scheduled on April 21.

Mrs. Kilday stated that the April 17 Facilities Committee Meeting will be re-scheduled in the near future.

Mr. Butto stated that the members of the Finance Committee met on April 4 to review and discuss agenda items as follows: 1) LED Lighting Project; 2) Transportation Routes; 3) Field Turf; and 4) 2017-18 Budget and tax impact on the FLOW-area.

Mrs. Castor stated that an Education Committee Meeting is scheduled on April 18.

Mr. Bunting stated that the members of the Negotiations Committee will meet with representatives of the RIHAA on April 24 and with representatives of the RIHEA on April 27.

BOARD COMMENTS

Mr. Becker thanked Mrs. Castor for her efforts in the oversight of the Board's responses to the Board Self-Evaluation.

PUBLIC DISCUSSION

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

A member of the public addressed the Board regarding the Board Self-Evaluation asking if the Board Self-Evaluation is available to the public. Mr. Ceurvels stated that he will look into his request and get back to him.

A member of the public addressed the Board regarding a matter involving his niece who is a District student. Mrs. MacKay stated that she cannot discuss this matter with anyone other than the parents of the student and asked that the student's parents contact her at their earliest convenience.

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

ANTICIPATED FUTURE MEETING DATES

Mr. Becker announced anticipated future meeting dates as follows:

Monday, April 24, 2017, Budget Public Hearing / Regular Public Meeting, District Conference Room, 8 P.M.

ADJOURNMENT

Moved by KILDAY Seconded: CASTOR to adjourn at 9:26 P.M.

E. David Becker
Board President

Frank C. Ceurvels
Business Administrator/Board Secretary