

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

**REGULAR PUBLIC MEETING MINUTES
October 23, 2017
District Conference Room**

Roll Call – Executive Session

Upon roll call at 7:35 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 7:35 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. Sciancalepore and seconded by Mrs. Quinlan 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 – Regular Public Meeting

Upon roll call at 8:05 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; Mr. Frank Ceurvels, Business Administrator / Board Secretary; were also present.

The meeting was called to order by the Board president at 8:05 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. Mahtabfar, RHS, Student Board Representative and Mr. Forsyth, IHHS, Student Board Representative, to present their reports as follows: Mr. Forsyth stated: 1) a Coffee House was held last month and another is schedule month that will be sponsored by the Art Club; 2) this week is Spirit Week with a different theme scheduled each day; 3) a Blood Drive was held last week that was very successful; and 4) the Winter Season will begin in November. Mr. Mahtabfar stated: 1) a Coffee House is scheduled with the Interact Club in mid-November; and 2) the Student Council handed out Pink Out Hats and decorations for the football game.

SUPERINTENDENT'S REPORT

Mrs. MacKay reported that the UP Open House held at Indian Hills High School last week was very well attended. Approximately 300 students and parents attended the District event. She also reported that the IHHS and RHS Open Houses were also well attended.

Mrs. MacKay invited Mr. Sutherland to present the District's Test Scores. Board discussion followed Mr. Sutherland's presentation. A brief Question and Answer Session followed the presentation. Mrs. MacKay thanked Mr. Sutherland for his presentation.

Mrs. MacKay invited Mr. Ceurvels and Mr. Sutherland to present the District's NJ QSAC Statement of Assurance for the 2017-18 School Year. Board discussion followed. Mrs. MacKay thanked Mr. Ceurvels and Mr. Sutherland for their presentation.

BUSINESS ADMINISTRATOR'S REPORT

Mr. Ceurvets reported on District capital projects/initiatives as follows: 1) the change orders on the agenda for the IHHS Boys' Locker Room will be the last change orders for this project; and 2) the District is scheduled to participate in the Reverse Auction Procurement of Electric on Tuesday, November 21.

Mr. Ceurvets will continue to update the Board members as to the status of these capital projects/initiatives.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

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

No discussion.

B. Moved by PORRO Seconded BUNTING to close public discussion of agenda items and to re-enter the Regular Public Meeting.

ACTION ITEMS - ✓ = Yes

The following motion was approved by roll call:

To approve Closed and Action/Work Session Minutes of September 11, 2017.

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

The following motion was approved by roll call:

To approve Closed and Regular Public Meeting Minutes of September 25, 2017.

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

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

Moved by: QUILAN Seconded: BECKER

PERSONNEL

P1. To approve the appointment of David Hesselgrave, IHHS, Math, Temporary, Maternity Leave Replacement Teacher for Danielle Maglietta, not accruing tenure in the position, BA+15, Step 11, \$62,272, pro-rated, effective for the period November 16, 2017 – April 5, 2018, plus two transition days, and subject to all federal, state, county and local regulations, governing said employment; and further 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.*

P2. To approve the appointment of Jose Rodrigues, RHS, Math, Temporary, Maternity Leave Replacement Teacher for Elizabeth Wang, not accruing tenure in the position, BA, Step 1, \$47,534, pro-rated, effective for the period November 6, 2017 – March 29, 2018, plus two transition days, and subject to all federal, state, county and local regulations, governing said employment; and further 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.*

P3. To amend the employment date for Sue Hoyt, IHHS, Science, Temporary Replacement Teacher for Eunjeong Lee, not accruing tenure in the position, from September 7 – October 27, 2017 to September 7 - October 30, 2017.

- P4. 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 2017-18 School Year; and move to approve applicants’ 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 2017-18 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>
Christopher Jolin	Girls’ Fencing	Standard	4	\$8,437
Joseph Sabella	Asst. Bowling	Substitute	4	2,821
Christopher Anzano	Winter Strength & Conditioning Co-Coach	Standard	4	2,891.50
George Hill	Winter Strength & Conditioning Co-Coach	Standard	4	2,891.50

- P5. To amend the appointment of Edward Cleaver, IHHS, from Asst. Boys’ Fencing Coach, Step 4, \$5,871, to Boys’ Fencing Coach, Step 4, \$8,437, effective for the 2017-18 School Year. Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2017-18 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision.
- P6. To amend the appointment of Michael McAleer, from IHHS, Asst. Hockey Coach, Step 3, \$4,147, to RHS, Asst. Hockey Coach, Step 3, \$4,147, effective for the 2017-18 School Year. Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2017-18 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision.
- P7. To approve, as recommended by the Superintendent of Schools, the appointment of Special School Advisors, subject to all federal, state, county, and local regulations, governing said employment, effective for the 2017-18 School Year; and move to approve applicants’ 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 2017-18 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision as follows:

Ramapo High School

<u>Advisor</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
Keri Myones	Asst. Interact	4	2,284 ¹
Keri Myones	Junior Class	1	5,009 ²

¹Effective November 25, 2017 - June 30, 2018

²Effective November 25, 2017 - June 30, 2018

- P8. To approve the appointment of Volunteer Coaches, effective for the 2017-18 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>
Daniel Griffith	Asst. Hockey/RHS
Chris D'Amico	Wrestling/RHS
Mark Aug	Girls' Basketball/RHS

P9. To rescind the appointment of District Athletic Coaches as follows:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Brian Rodak	Asst. Indoor Track/IHHS	effective immediately
Daniel Green	Asst. Baseball/IHHS	effective immediately
Alireza Absalan	Asst Girls' Fencing/IHHS	effective immediately

P10. To accept, with regret, the resignation of Suzanne Sia, RHS, Instructional Aide, effective December 12, 2017.

EDUCATION

E1. To approve in accordance with Chapter 46, Title 18A, New Jersey Statutes, and on the recommendation of the Superintendent of Schools, District Director of Student Personnel Services, and District Child Study Team that tuition and/or related services be paid for the student listed below to attend the school indicated and at the tuition cost indicated for the 2017-18 School Year as follows:

<u>Student No.</u>	<u>Placement</u>	<u>Tuition</u>
420703	Eastwick College, Paterson	\$9,900

E2. To approve District student field trips scheduled for the 2017-18 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Ramapo State Forest	RHS Horticulture	October 25, 2017	\$0
Oasis, Paterson	RHS Interact	October 25, 2017	0
Rutgers, Busch Campus	IHHS Drumbeats	October 30, 2017	0
Eisenhower Middle School	RHS Band	November 16, 2017	420
Metropolitan Opera/Lincoln Center	RHS Italian	December 4, 2017	0
Union County College	RHS Physics CPE	December 7, 2017	560
30 Rockefeller Plaza	IHHS TV Production	March 14, 2018	0
University of OR, Eugene, OR	IHHS Track & Field	April 11 - 15, 2018	0

E3. To approve a District student field trip scheduled for the 2017-18 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
School No. 2, Paterson	IHHS Holiday Festival	December 1, 2017	\$560

Request for Waiver of Transportation Costs

- E4. To approve the New Jersey Quality Single Accountability Continuum (NJ QSAC) *Statement of Assurance* (SOA) for the 2017-18 School Year, and further move to approve the submission of the SOA to the Executive County Superintendent as per *N.J.S.A. 18A-7A-10 et. seq.* and *N.J.A.C. 6A:30, Evaluation of the Performance of School Districts.*
- E5. To approve the participation of Jimena Ladino, District, World Languages /ESL, in the WIDA Training during the months of October and November 2017, as per the approved contractual curriculum workshop participant rate of \$59.75/hour.
- E6. To accept regular tuition student (Student No. TBD) into the Ramapo Indian Hills Regional High School District with a prorated payment of tuition based on the amount of \$17,499 for the 2017-18 School Year as per Policy 5111, Eligibility of Resident /Nonresident Students.
- E7. That home instruction for a District student, at the approved hourly rate, be approved as follows:

<u>Student No.</u>	<u>School</u>	<u>Grade</u>
419784	RHS	11

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

Franklin Lakes Board of Education	Community Presentation; Auditorium; January 16, 2018; 6 - 9 P.M.
Bergen County Coaches Association	Basketball Jamboree; Upper Gymnasium & Locker Rooms; January 27, 2018; 9 A.M. - 4 P.M.
Oakland Recreation	Wrestling Tournament; Lower & Upper Gymnasium; January 21, 2018 (Snow date: January 28, 2018); 7 A.M. - 7 P.M.
Valley Middle School	Graduation Practice; Auditorium, Cafeteria, Library & Conference Room; June 18, 2018; 9 - 11 A.M.; and Graduation; Auditorium, Cafeteria, Library & Conference Room; June 19, 2018; 5 - 8 P.M.

Ramapo High School

Studio L Dance Co.	Showcase; Theater and 3 Classrooms; December 10, 2017; 9 A.M - 6 P.M.
Franklin Lakes Elementary School	Franklin Lakes Elementary Band Concert; Auditorium and 6 Classrooms; June 11, 2018; 5:30 - 9 P.M.

Dance Designs Dance Rehearsals Auditorium; May 30 & 31, 2018; 4 - 8 P.M.; and Dance Recital; Auditorium and 2 Classrooms; June 2, 2018; 3 - 10 P.M.

OP2. To approve Change Order No. 002, dated October 6, 2017, from Rochelle Contracting Co., Inc., Landing, New Jersey, for *Contract No. 77 - Home Bleacher Replacement at Ramapo High School*, to include the following:

<u>Change Order No.</u>	<u>Description</u>	<u>Amount</u>
002	To disconnect and relocate existing power feeder for emergency lighting on bleachers. Installation of 480 volt feeder with disconnect, overhead power lines, transformer, and secondary disconnect for press box/emergency lights feeders. Start up and test system.	\$26,075.50

The Original Contract Sum is \$533,000 and the New Contract Sum including this Change Order will be \$586,218. (The net change by previously authorized Change Orders was \$27,142.50; Contract Sum will be increased by this Change Order in the amount of \$26,075.50; the Contract Sum prior to this Change Order was \$560,142.50)

OP3. To approve Change Order No. 003, dated October 19, 2017, from Colonial Surety Company, Woodcliff Lake, New Jersey, for *Contract No. 70 - Renovation of Boys' Locker Room at Indian Hills High School*, to include the following:

<u>Change Order No.</u>	<u>Description</u>	<u>Amount</u>
003	Credit for changing out five (5) locker room lock sets.	\$(1,252.00)

The Original Contract Sum is \$152,268.25 and the New Contract Sum including this Change Order will be \$167,220.02. (The net change by previously authorized Change Orders was \$16,203.77; Contract Sum will be decreased by this Change Order in the amount of \$1,252.00; the Contract Sum prior to this Change Order was \$168,472.02).

OP4. To approve the resolution as follows:

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public schools facilities, and

WHEREAS, the required maintenance activities as listed in the document for the school facilities of the Ramapo Indian Hills Regional High School District are consistent with these requirements,

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use in their original condition and to keep system warranties valid,

NOW THEREFORE, BE IT RESOLVED, that the Ramapo Indian Hills Board of Education does hereby authorize the school business administrator to submit the Comprehensive Maintenance Plan for the Ramapo Indian Hills School District for the 2017-18 School Year in compliance with Department of Education requirements.

OP5. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education (hereinafter referred to as the "Board") is authorized to purchase

energy supply through an online reverse auction approved by the State of New Jersey Department of Community Affairs Division of Local Government Services (hereinafter referred to as the "Division") pursuant to P.L. 2001, c.30; and

WHEREAS, the Board has determined that purchasing energy supply through an online reverse auction will result in energy cost savings to the Ramapo Indian Hills Regional High School District; and

WHEREAS, the Board has contracted with Premier Energy Group (hereinafter referred to as "PEG") to serve as a consultant to the Board for the online reverse auction process, to develop specifications for the purchase of energy supply and to conduct the online auction; and

WHEREAS, PEG is approved by the Division as a provider of online reverse auctions; and

WHEREAS, PEG has advised the Board that due to the nature of the energy market it is necessary for the Board to enter into a contract with the lowest bidder as soon as possible in order to secure the rate offered by the bidder; and

WHEREAS, the Board has determined that it is not feasible for the Board to immediately approve the contract award after the online reverse auction; and

WHEREAS, the Division recommends that governing bodies authorize their purchasing agent to award the contract shortly after bidding if the price is below a set amount.

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the purchase of energy supply at a rate not to exceed an average per kilowatt hour supply cost of \$0.0790 consistent with the terms and guidelines of the Bid Specifications, which are attached hereto and made a part of, by way of an online auction for energy supply conducted by PEG on November 21, 2017.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board Secretary to negotiate, enter into, execute, and deliver any documents necessary to effectuate the terms of this resolution that, in the judgement of the board attorney are necessary, advisable, and in the best interest of the Board.

FINANCE

- F1. That the financial report of the business administrator and the treasurer of school monies for the month of August 2017, including a cash report for that period, be approved and ordered filed.
- F2. To approve the *Committed Purchase Order Report* for the month of September 2017, having been duly audited by the business administrator and the chairperson of the Finance Committee.
- F3. That the additional bills paid in September 2017 and drawn on the current account in the total amount of \$14,265.60 for materials received and/or services rendered, having been duly audited by the business administrator and the chairperson of the Finance Committee, be ratified by the Board.
- F4. To authorize approval of bills drawn on the current account in the total amount of \$3,697,334.96 for materials received and/or services rendered, including the October 6 and 15, 2017 Payrolls, having been duly audited by the business administrator and the chairperson of the Finance Committee.
- F5. To approve transfers and to authorize the superintendent and business administrator/board secretary to make additional transfers that would be ratified at the next Board Meeting as necessary to comply with State requirements in accordance with Policy 6422 as per the attached *Expense Account Adjustment Analysis* for the month of September 2017.

- F6. That the September 30, 2017 payroll in the amount of \$1,320,231.18 having been duly audited by the business administrator and the chairperson of the Finance Committee, and previously paid, be ratified by the Board. (Amount was not available for the September 25, 2017 Regular Public Meeting.)
- F7. That bills in the District Cafeteria Fund in the total amount of \$157,870.68 having been duly audited and approved by the business administrator/board secretary, and previously paid, be approved by the Board as follows:

ARAMARK	\$156,918.43	September Operations
RIH District Cafeteria Fund	\$952.25	September Student Lunches

- F8. That pursuant to *N.J.A.C. 6:23A-16.10(c)4*, we certify that as of September 30, 2017 after review of the Secretary’s monthly financial report (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over-expended in violation of *N.J.A.C. 6A:23A-16.10(b)* and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- F9. To approve the resolution as follows:

Receipt of Certification from Board Secretary

Pursuant to *N.J.A.C. 6:23A-16.10(c)4*, I, Frank C. Ceurvels, certify that as of August 31, 2017, no budgetary line item account has obligations or payments (contractual orders) which in total exceeds the amount appropriated by the District Board of Education pursuant to *N.J.S.A. 18A:22-8* and *N.J.S.A. 18A:22-8.1*.

- F10. To approve the resolution as follows:

WHEREAS, District employees have submitted requests for reimbursement for work-related travel that is directly related to and within the scope of the employees’ 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 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>
D17-13	Burton	NJPSA	12/5/17	\$40.00
IH17-19	Leggour	Sustainable Development Goals	11/6/17	375.00
IH17-20	Zielenkiewicz	BC Math Supervisors Meeting	12/15/17	10.85
IH17-21	Kamper	Human Trafficking	11/30/17	11.78

Symposium				
IH17-22	Dinan	AP Statistics Roundtable	11/16/17	\$4.28
IH17-23	Paravati	NJCHE	12/1/17	111.00
R17-21	Gordon	NJSIAA/NJSCA	11/13/17	80.00
R17-22	Stephen	NJSIAA/NJSCA	11/13/17	80.00

POLICY

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

<i>Policy Title</i>	<i>Policy No.</i>
Services to Nonpublic School Students	2700
Education of Homeless Children	5116

P1 – PO1

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

COMMITTEE REPORTS

Mr. Bunting reported that a Factfinding Session is scheduled on Tuesday, November 28, 4 P.M.

Mrs. Quinlan reported that the members of the Personnel/Goals/Evaluation Committee met on October 10 to discuss Board Goals.

Mrs. Castor reported that the members of the Education Committee met on October 10 to disuss the District Test Score Presentation. An Education Committee Meeting is scheduled on Tuesay, November 28.

Mr. Porro reported that the members of the Policy Committee met today to review and discuss District policies and regulations.

Mrs. Becker reported that the members of the Crisis Management Committee will meet on Friday, December 1, 7:30 A.M.

Mrs. Kilday reported that a Facilities Committee Meeting is scheduled on Monday, November 13.

Mr. Butto reported that the members of the Finance Committee will meet with the auditors on Friday, November 3, 7:30 A.M.

BOARD COMMENTS

Members of the Board of Education thanked Mr. Sutherland for his comprehensive presentation of the District’s Test Scores.

PUBLIC DISCUSSION

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

No discussion.

B. Moved by QUINLAN Seconded CASTOR to re-enter the Regular Public Meeting.

ANTICIPATED FUTURE MEETING DATES

Mr. Becker announted anticipated future meeting dates as follows:

Monday, November 13, 2017, Work Session, District Conference Room, 8 P.M.
Monday, November 27, 2017, Regular Public Meeting, District Conference Room, 8
P.M.

ADJOURNMENT

Moved by QUINLAN Seconded: BUNTING to adjourn at 9:25 P.M.

E. David Becker
Board President

Frank C. Ceurvels
Business Administrator/Board Secretary