

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

REGULAR PUBLIC MEETING MINUTES

November 27, 2017
District Conference Room

Roll Call – Executive Session

Upon roll call at 7:30 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 7:30 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. Kilday 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 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 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 Ms. Durkin, IHHS, Alternate Student Board Representative, to present their reports as follows: Ms. Durkin stated: 1) the Powder Puff Game was a big success and enjoyed by all students; 2) *A Chorus Line* is scheduled on November 30, December 1, and December 2. Mr. Matabfar stated: 1) the Wellness Weekend scheduled on November 25-26 was enjoyed by the RHS student body; 2) the RHS Football Team will be playing in the State Final Game scheduled on December 2 at MetLife Stadium; 3) the RHS Student Council hosted a food sale; all proceeds will be donated to charity; 4) the RHS National Honor Society is hosting a Toy Drive for charities in Oakland and Morristown; 5) the IHHS Holiday Festival is scheduled on December 2; and 6) the Junior Class is selling Chap Sticks as a fundraiser to support the Class.

Members of the Board recognized Mr. William Percy for his volunteer work with wounded veterans. On behalf of the Board of Education, Mr. Becker presented Mr. Percy with A Certificate of Commendation for his endeavors.

SUPERINTENDENT'S REPORT

Mrs. MacKay welcomed everyone to the Board Meeting and thanked the members of the District's English Departments for attending the Board Meeting. She thanked the English Teachers for their work in preparing the District's students for their future endeavors.

BUSINESS ADMINISTRATOR'S REPORT

Mr. Ceurvels introduced Mr. Ralph Picone, a representative of Lerch, Vinci, & Higgins. Mr. Picone presented the 2016-17 Audit and discussed the Management Report and the Exhibits contained in the Comprehensive Annual Financial Report. He stated that one minor recommendation was identified in the 2016-17 Audit. Board discussion followed Mr. Picone's presentation.

Mr. Ceurvels stated that Corrective Action Plan has been prepared as a result of the one recommendation in the Audit that includes training for all staff who are responsible for the deposit of funds. He thanked the members of the Business Office for their efforts in preparing for the 2016-17 Audit. Board members thanked Mrs. MacKay, Mr. Ceurvels, and the members of the Business Office.

Mr. Ceurvels provided a status report of the Electric Auction that was held on November 21. Six vendors signed up to participate, however, four vendors actively participated in the auction. Direct Energy was the lowest bidder. The District's electric costs will be less than what it is paying currently for electric – the annual cost is \$16,000/year for 24 months. Effective January 2018, the District will get 20% from a green energy source.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

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

No discussion.

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

ACTION ITEMS - ✓ = Yes

The following motions were approved by roll call:

Moved by: SCIANCALEPORE Seconded: BUTTO

To approve Closed and Action/Work Session Minutes of October 9, 2017.

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

To approve Closed and Regular Public Meeting Minutes of October 23, 2017.

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

The following motions were approved by roll call: **P1 – PO2**

Moved by: PORRO Seconded: BUNTING

PERSONNEL

P1. 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/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.*, *N.J.S.A. 18A:6-4.13*, and *N.J.S.A. 18A:12-1 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>
Maria LaBarbiera	Asst. Girls' Fencing	Standard	1	\$4,320
David Schuman	Asst. Winter Strength & Conditioning	Substitute	4	2,314

- P2. To approve the appointment, as recommended by the Superintendent of Schools, of Josh Lont, RHS, Asst. Ice Hockey Coach, Step 3, \$4,147, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2017-18 School Year, conditional upon receipt of the County Substitute Certificate and successful completion of the Criminal History Review Process, pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., N.J.S.A. 18A:6-4.13, and N.J.S.A. 18A:12-1 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.
- P3. To approve the following individuals listed below as substitute teachers for the 2017-18 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., N.J.S.A. 18A:6-4.13, and N.J.S.A. 18A:12-1 et seq.,* as applicable:

<u>Name</u>	<u>Location</u>
Christopher D'Amico	District
Steven Fabian	District
Darren Hamilton	District
Kristen Paxos	District
Alan Sandberg	District

- P4. To approve the appointment of a Volunteer Coach, 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. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., N.J.S.A. 18A:6-4.13, and N.J.S.A. 18A:12-1 et seq.* as follows:

<u>Name</u>	<u>Position</u>
Mark Hecht	Boys' & Girls' Fencing/IHHS

- P5. To approve the appointment of Volunteer Special School Advisors, 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. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., N.J.S.A. 18A:6-4.13, and N.J.S.A. 18A:12-1 et seq.* as follows:

<u>Name</u>	<u>Position</u>
Nick Stratton	Mock Trial/RHS
Nima Ashtyani	Mock Trial/RHS

- P6. To rescind the appointment of a District Athletic Coach as follows:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Diane Pevny	Asst. Spring Strength & Conditioning/IHHS	effective immediately

P7. To accept retirement, with regret, effective January 25, 2018, as follows:

WHEREAS, Marie Saulpaugh has dedicated herself to the Ramapo Indian Hills Regional High School District for 4 years and 11 months as an Instructional Aide; 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 Marie Saulpaugh 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 Marie Saulpaugh in recognition of her exemplary service to our school district.

EDUCATION

E1. 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>
Oakland Police Department	IHHS Law & Human Rights	December 7, 2017	\$0
Ramapo College	RHS DECA	January 3, 2018	0
Ramapo College	IHHS DECA	January 3, 2018	0
Bergen Community College	RHS Heroes & Cool Kids	January 9, 2018	560
Ridgewood United Methodist Church	IHHS Chamber Choir	January 15, 2018	280
Eisenhower Middle School	RHS Heroes & Cool Kids	January 17, 2018	140
Bergen Academies	IHHS Model UN	February 1, 2018	0
Bergen Academies	IHHS Model UN	February 2, 2018	0
Bergen Community College	RHS Heroes & Cool Kids	March 8, 2018	560
Eisenhower Middle School	RHS Heroes & Cool Kids	March 14, 2018	140
Liberty Science Center	IHHS UP SMR Medical Issues/ Anatomy	March 27, 2018	900

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:

- 1 Snowblower, Ariens Model ST1236
- 1 Irrigation Cannon, Rain Bird Water Cannon Model 105C
- 1 Stainless Steel Pot
- 5 Susaphones
- 2 Food Warmers, Hatco, Model GRSDS-41
- 1 10" Chopsaw, Black and Decker
- 1 Steam Jacketed Kettle, Grodon Model TDB-4/20
- 1 Can Opener, Ed Lund Model 101
- 1 Food Grinder, Hobart Model 841810
- 1 Cash Register, Sharp Model XE-1051
- 1 Cash Register, Sharp Model ER-2386
- 1 Milkshake Machine, Hamilton Beach
- 1 Stainless Steel Tub on Wheels
- 1 Portable Generator, Homelite, Model HRL-4400HD
- 1 Genie Lift, JGL Model 36M
- 1 Leaf Vac, 2006 Giant Vac Pull Behind, Model 36AM
- 3 Mower, 2006 & 2007, Walker, Model MTGHS
- 1 Salt Spreader, Western
- 1 Hydronic Heater, Daiken, Model LAH003AHH
- 1 Grease Container, Frymaster, Model PSD0100
- 1 Printer, IBM, Model 4332004
- 4 Reach in Cooler, Turbo Air, Model TOM20B
- 2 Spreader, Curtis Fast Cast, Model FC-550
- 8 Fluorescent Light Fixtures
- 1 Roof Exhaust Fan, Curtis Fast Cast, Model 4YU97
- 1 Roof Exhaust Fan, Curtis Fast Cast, Model DB-24
- 1 Air Compressor, Honeywell
- 1 Pneumatic Air Dryer, Zeks, Model NC Series
- 2 Utility Task Vehicle, 2009 Kubota, Model RTU 900
- 3 Utility Task Vehicle, 1998 Kawasaki Mule, Model 2520
- 1 School Bus, 2000 Bluebird
- 1 School Bus, 2006 Bluebird
- 1 F-350 Pickup Truck, 2006 Ford

OP5.To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District has determined that the property of technology items on the attached list and incorporated herein is obsolete and no longer needed for public use; and

WHEREAS, the Ramapo Indian Hills Regional High School District intends to sell the items on the attached list and utilize the online auction services of eBay located at www.ebay.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services’ Local Finance Notice 2008-9-21R, revised October 2012; and

NOW, THEREFORE, BE IT RESOLVED by the Ramapo Indian Hills Regional High School District in the County of Bergen, State of New Jersey, is hereby authorized to sell the surplus personal property on the attached list using an online auction website entitled, www.ebay.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the Agreement entered into between eBay and the Ramapo Indian Hills Regional High School District are available at www.ebay.com and in the Ramapo Indian Hills Regional High School District Business Office; and

BE IT FURTHER RESOLVED, that a certified copy of the within resolution be forwarded by the Ramapo Indian Hills Regional High School District Business Administrator to the State of New Jersey Department of Community Affairs/ Division of Local Government Services/ E-Government for Government.

FINANCE

- F1. That the financial report of the business administrator and the treasurer of school monies for the month of September 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 October 2017, having been duly audited by the business administrator and the chairperson of the Finance Committee.
- F3. That the additional bills paid in October 2017 and drawn on the current account in the total amount of \$3,502.80 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 ratify the October 31, 2017 Payroll in the amount of \$1,249,534.41 having been duly audited and previously paid. (Amount was not available for October 23, 2017 Regular Public Meeting).
- F5. To authorize approval of bills drawn on the current account in the total amount of \$4,903,303.40 for materials received and/or services rendered, including the November 15, 2017 Payroll, having been duly audited by the business administrator and the chairperson of the Finance Committee.
- F6. 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 October 2017.
- F7. That bills in the District Cafeteria Fund in the total amount of \$137,114.04 having been duly audited and approved by the business administrator/board secretary, and previously paid, be approved by the Board as follows:

ARAMARK	\$135,498.79	October Operations
RIH District Cafeteria Fund	\$1,615.25	October 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. Ceurvets, certify that as of September 30, 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 2018-19 Budget Development Schedule.

F11. To approve the resolution as follows:

BE IT RESOLVED, that the amount of District taxes needed to meet the obligations of this Board from January - June 2018 is \$25,757,129 divided as follows:

\$9,541,266 Borough of Franklin Lakes

\$6,129,208 Borough of Oakland

\$10,086,655 Township of Wyckoff

F12. To approve the resolution as follows:

BE IT RESOLVED, that the Ramapo Indian Hills Regional High School District Board of Education approve and adopt the 2016-17 Audit and the submission of the CAFR (Comprehensive Annual Financial Report) submitted by the firm of Lerch, Vinci & Higgins with the following recommendations:

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

It is recommended that athletic receipts be deposited within forty-eight hours.

Corrective Action

Staff involved with the depositing of funds are reminded of the deadline, and procedures are developed where necessary to help those staff members who meet that requirement.

Persons Responsible for Implementation

School Treasurers, Athletic Directors, various Business Office staff members.

Completion Date for Implementation

December 15, 2017.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Miscellaneous

There are none.

IX. Facilities and Capital Assets

There are none.

X. Status of Prior Years' Audit Findings and Recommendations

There were no recommendations in the prior year Auditor's Management Report.

F13. 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>
R17-33	Martone	NGSS	December 13, 2017	\$30.00
R17-34	Colaneri	SLE Conference	December 5, 2017	6.70
D17-16	DelBuono	NJECC	January 9, 2018	130.00
IH17-27	Heusser	Rutgers Conference	April 9, 2018	42.56

POLICY

PO1. To approve the second and final readings of District Policies as follows:

<u>Policy Title</u>	<u>Policy Number</u>
Long-Range Facilities Planning	7100
Educational Adequacy of Capital Projects	7101
Site Selection and Acquisition	7102
School Closing	7130
Disposition of Property	7300
Care of Injured and Ill Persons	8441
Reporting Potentially Missing or Abused Children	8462
Opening Exercises	8820
Student Teachers/Interns	9541

PO2. To approve new and revised District Regulations as follows:

<u>Regulation Title</u>	<u>Regulation Number</u>
Long-Range Facilities Planning	7100
Educational Adequacy of Capital Projects	7101
Site Selection and Acquisition	7102
Care of Injured and Ill Persons	8441
Reporting Potentially Missing or Abused Children	8462

P1 – PO2

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

COMMITTEE REPORTS

Mr. Porro reported that the members of the Policy Committee met earlier to discuss District Policies and Regulations.

Mrs. Becker reported that a Crisis Management Committee Meeting is scheduled on December 1.

Mrs. Kilday reported that a Facilities Committee Meeting is scheduled on December 18.

Mr. Butto reported that a Finance Committee Meeting is scheduled on January 26, 2018.

Mrs. Castor reported that an Education Committee Meeting is scheduled on November 28, 3:30 P.M., to review and discuss the *2018-19 Program of Studies*.

Mr. Bunting reported that a Fact Finding Session is scheduled on November 28, and is looking forward to a settlement with the RIHEA. He stated that the results of the Fact Finding Session will become a public record.

BOARD COMMENTS

Mrs. Becker stated that she attended the RHS Gold Masque performance of *Sylvia* and stated that it was an excellent performance. She is looking forward to attending the IHHS performances of *A Chorus Line*.

Mrs. Kilday stated that she attended the RHS Gold Masque performance of *Sylvia* and congratulated the students and staff for a job well done. She is looking forward to attending the IHHS performance of *A Chorus Line*.

Mrs. Castor stated that she attended the RHS Gold Masque performance of *Sylvia* and congratulated the students and staff for a job well done. She is looking forward to attending the IHHS performance of *A Chorus Line*. Mrs. Castor also thanked the District teachers for attending the Board Meeting.

Mrs. Sciancalepore also thanked the District teachers for attending the Board Meeting. She also commended Mr. Percy for his work in starting the Bergen County Chapter of Healing Waters.

PUBLIC DISCUSSION

A. Moved by BUTTO 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 announced anticipated future meeting dates as follows:

Monday, December 11, 2017, Work Session/Regular Public Meeting, District Conference Room, 8 P.M.

ADJOURNMENT

Moved by BUTTO Seconded: BUNTING to adjourn at 8:47 P.M.

E. David Becker
Board President

Frank C. Ceurvels
Business Administrator/Board Secretary