

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

ACTION/WORK SESSION MINUTES

March 12, 2018

District Conference Room

Roll Call – Executive Session

Upon roll call at 7:30 P.M., the Board members responded as follows: Mmes. Becker (ABSENT), Castor, Kilday, and Quinlan (ABSENT). Messrs. Becker (ABSENT), Bunting, Butto, Porro, and Rukaj. 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. Mrs. Castor announced that adequate notice of the meeting has been posted and published as required by law.

A motion was made by Mr. Porro 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 – Action/Work Session

Upon roll call at 8 P.M. Board members responded as follows: Mmes. Becker (ABSENT), Castor, Kilday, and Quinlan (ABSENT). Messrs. Becker (ABSENT), Bunting, Butto, Porro, and Rukaj. 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 8:02 P.M. Mrs. Castor announced that adequate notice of the meeting has been posted and published as required by law. She 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. Mrs. Castor 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

Mrs. Castor invited Mr. Mahtabfar, RHS, Student Board Representative and Mr. Forsyth, IHHS, Student Board Representative, to present their reports as follows: Mr. Forsyth stated: 1) the Spring Athletic Season has begun; and 2) the IHHS Academic Decathlon Team placed second in the State Competition. Mr. Matabfar stated: 1) plans are underway for the upcoming March 14 Walkout; discussions have been held with building administration and the IHHS Student Government representatives.

Mrs. Castor thanked Mr. Forsyth and Mr. Matabfar for their reports.

SUPERINTENDENT'S REPORT

Mrs. MacKay stated that on March 14 District students will honor the 17 victims in Parkland, FL.

Mrs. MacKay thanked the District custodial staff for their efforts in removing the snow at both high schools. She stated that the Thursday and Friday FLOW Follies performances were cancelled due to the inclement weather.

Mrs. MacKay invited Mr. Sutherland to discuss the Future Ready Schools Program. Mrs. MacKay thanked Mr. Sutherland for his presentation.

BUSINESS ADMINISTRATOR'S REPORT

Mr. Ceurvels discussed the 2018-19 School Budget process. He stated that the Governor's address is scheduled on March 13, 2018 and following that address the District will receive its State aid figures. The preliminary budget will be approved by the Board of Education at its March 26, 2018 Regular Public Meeting and will be

submitted to the County Executive Superintendent for review and approval. The District's Public Budget Hearing is scheduled on Tuesday, April 24, 2018.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

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

No discussion.

B. Moved by BUTTO 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: PORRO Seconded: KILDAY

PERSONNEL

- P1. To approve the appointment of Nicole Donohue, IHHS, Psychology, Temporary Replacement Teacher for Nadia Mule, not accruing tenure in the position, MA, Step 1, \$258.39/diem, effective for the period April 2 – June 22, 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 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 et seq.*, and *N.J.S.A. 18A:12-1 et seq.*, as applicable.
- P2. To approve the appointment of Keith Meyer, RHS, Art, Temporary Replacement Teacher for Lauren Gibson, not accruing tenure in the position, BA, Step 1, \$250.18/diem, effective for the period May 14 – June 22, 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.*, *N.J.S.A. 18A:6-4.13 et seq.*, and *N.J.S.A. 18A:12-1 et seq.*, as applicable.
- P3. To approve the change in assignment for Amy Brooks, from .542 English Supplemental Teacher, RHS, BA, Step 5, \$28,053.38, to full-time English Teacher, IHHS, BA, Step 5, \$51,759, effective for the period March 8 - June 30, 2018. 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.
- P4. To amend the appointment of Jose Rodrigues, RHS, Math, Temporary 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 – June 22, 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.*, *N.J.S.A. 18A:6-4.13 et seq.*, and *N.J.S.A. 18A:12-1 et seq.*, as applicable.
- P5. To approve the appointment of District staff to serve as mentors for the 2017-18 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, as follows:

Staff Member/Department

Mentor

Indian Hills High School

Marissa Frissora

Margaret Stanczak

Ranjan Chattopadhyay

Ron Petherbridge

- P6. To approve the appointment of the following individuals listed below as Substitute Teachers 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 et seq., and N.J.S.A. 18A:12-1 et seq.,* as applicable:

Mohammed Khalil	District
Luke Miller	District
Bonnie Rehse	District
Janet Rosenblum	District

- P7. To approve the appointment of a Special School Advisor, as recommended by the superintendent of schools, 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 contract for the 2018-19 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.,* as applicable. Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2018-19 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision.

Indian Hills High School

<u>Advisor</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
Jason Clark	Marching Band Director	2	\$7,008

- P8. To approve the placement of Lindsay Rodio, a Grand Canyon University student, at Indian Hills High School, English Department, to complete her ten-hour classroom observation requirement, effective for the period March 13 - May 15, 2018.

- P9. To accept retirement, with regret, effective June 30, 2018, as follows:

WHEREAS, Matthew Kohlbrenner has dedicated himself to the Ramapo Indian Hills Regional High School District for 24 years as a Student Assistance Counselor, Cross Country Coach, Boys' Track Coach, Girls' Track Coach, and TNT 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 Matthew Kohlbrenner 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 Matthew Kohlbrenner in recognition of his exemplary service to our school district.

- P10. To approve the appointment of James Phillips, IHHS, Volunteer Volleyball 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 et seq., and N.J.S.A. 18A:12-1 et seq.*

EDUCATION

- E1. To confirm the approval (for insurance purposes only and at no additional cost to the Board of Education) of a student field trip scheduled for the 2017-18 School Year, as per District Policy and Regulation 5200, Attendance, as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>
Apex National Competition, Orlando, FL	RHS Cheerleading Team	March 9-12, 2018

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

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Oasis, Paterson, NJ	RHS Interact	March 13, 2018	\$210
Federal Reserve Bank, NY	RHS Fed Challenge	March 13, 2018	280
Bottagra, Hawthorne, NJ	RHS Italian Club	March 23, 2018	280
Cipher Seeker Room	RHS Forensic CPE	March 28, 2018	280
Bronx Zoo	IHHS Anthropology	March 28, 2018	400

- E3. To approve District student field trips and transportation costs for the 2018-19 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Disney World, Orlando, FL	District Band	3/15 - 19/2019	\$0

- E4. 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>
421474	IHHS	9

- E5. To approve the Spring Curriculum Workshops and authorize the review and revision of Curriculum for the 2017-18 School Year as follows:

<u>Department</u>	<u>Course Title</u>	<u>Staff</u>	<u>Hours Per Staff Member</u>
Health	Health 9 - 12	2 Participants	18
		1 Presenter	6

- E6. To approve the resolution as follows:

Whereas, the Ramapo Indian Hills Regional High School District Board of Education first seeks to support the identification of a Future Ready Schools – New Jersey District team lead and create a team of FRS-NJ specialists that infuse Digital Learning across multiple disciplines including: math, technology, media, arts, science, language arts, and Career and Technical Education.

Whereas, The Ramapo Indian Hills Regional High School District Board of Education will support and promote the development of individual school Future Ready teams that infuse Digital Learning across multiple disciplines including: math, technology education, media, arts, science, language arts, and Career and Technical Education.

Therefore, it is resolved that the Ramapo Indian Hills Regional High School District Board of Education agrees to participate in the Future Ready Schools – New Jersey.

FINANCE

F1. 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>
IH17-57	Stanczak	NJCTE	March 24, 2018	\$50.05
IH17-58	Peller	NJCTE	March 24, 2018	\$49.87
IH17-59	Guido	Professional Leadership Coaching	April 2, 2018	\$1,002
IH17-60	Batti	Pysanky Egg Decorating Workshop	March 25, 2018	\$15.00
IH17-61	Mulieri	BLS Instructor Renewal	March 14, 2018	\$32.25
IH17-62	Paravati	Academic Decathlon Nationals	April 18-21, 2018	\$1,056
R17-57	Blomquist	NJASCD Fall Conference	October 18 - 19, 2018	\$334.00
R17-58	Schwarz	SUPA Spring Workshop	May 4, 2018	\$12.50
R17-59	A. Hogan	AP Physics Workshop	June 25-29, 2018	\$1,517.03
R17-60	Mancini	ASCD Conference	March 24-26, 2018	\$2,055.50

POLICY

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

Policy Title

Policy No.

Board of Education Website Accessibility	1511
Gifted and Talented Students/Honors/Accelerated Instruction	2464
Student Assessment	2622
Eligibility of Resident/Nonresident Students	5111
High School Graduation	5460
Suspension	5610
Unpaid Meal Charges/Outstanding Service Charges	8550

PO2. To approve the revised District Bylaw 0167, Public Participation in Board Meetings.

P1 – PO2

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

COMMITTEE REPORTS

Mr. Porro reported that members of the Policy Committee continue to meet each month to review and discuss District policies.

Mrs. Kilday reported that members of the Education Committee met on March 6 and discussed agenda items as follows: 1) Future Ready Schools; 2) Curriculum Hours; and 3) District Policies.

Mr. Butto reported that members of the Personnel/Goals/Evaluation Committee met earlier and reviewed and discussed the Chief School Administrator Evaluation process. A Personnel/Goals/Evaluation Committee Meeting is scheduled on Monday, April 2.

Mr. Bunting reported that a Finance Committee Meeting is scheduled on April 23, 7:30 A.M.

BOARD COMMENTS

Mrs. Kilday stated that on March 20 Ramsey is hosting a program entitled, “How to talk to Children about Stressful Events”.

Mr. Butto thanked Mr. Bivona, Mayor, Franklin Lakes, for the job well done in clearing the snow from the recent storms.

Mr. Rukaj thanked the Board student representatives for their reports.

Mrs. Castor stated that she attended the IHHS Senior Fashion Show and congratulated the students for an amazing night. She also stated that she attended the Academic Decathlon Super Quiz event on March 3 and the FLOW Follies performance. She thanked the volunteers for the commitment to the District’s students.

PUBLIC DISCUSSION

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

No discussion.

B. Moved by BUTTO Seconded BUNTING to re-enter the Action/Work Session.

ANTICIPATED FUTURE MEETING DATES

Mrs. Castor announced anticipated future meeting dates as follows:

Monday, March 26, 2018, Regular Public Meeting, District Conference Room, 8 P.M.

ADJOURNMENT

Moved by RUKAJ Seconded: BUNTING to adjourn at 9:24 P.M.

Jane Castor
Board President

Frank Ceurvels
Business Administrator/Board Secretary