

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

August 24, 2016

CALL TO ORDER

TIME: 7:30

Location: High Mountain School

Flag Salute

Roll Call

Present: Dr. Badami, Mr. Colli, Mrs. Lampe, Mrs. Manning, Mr. Ten Kate, Mr. Valenti, and Mrs. Melone.

Absent: Mrs. Lacognata and Mrs. DeNova

Other Present: Mr. Coffaro, Superintendent of Schools; Mr. Donow, Interim Business Administrator/Board Secretary; Ms. Lordi, Board of Education Attorney

OPEN PUBLIC MEETING NOTICE

In accordance with the provisions of the Open Public Meetings Act, the North Haledon Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at the North Haledon Municipal Building and Memorial and High Mountain Schools and mailed to The Hawthorne Press, which has been designated as the Board's official newspaper, and to The Star Ledger, alternate newspaper. Notice was also filed with the Borough Clerk and will be sent to those persons requesting that such notice be mailed to them.

Superintendent's Report:

- Opening of school begins with new teacher orientation, staff meetings and staff development for 2 days on 9/1 and 9/6, and students report on 9/7
- Back to School Night is 9/27 at High Mountain and 9/28 at Memorial
- Thanked the custodians for the summer effort; there are day vacancies for PT custodians to assist with the cafeteria prep and clean up; a replacement PT for evenings
- Enrollment update will be provided at the September meeting
- School counselor will begin the year on time; she will also be the HIB Specialist, and will oversee the INRS program – reviewed the INRS process
- CST referral process was reviewed
- The school nurses will coordinate the 504 programs
- Mrs. Tait is addressing needed adjustments to the pick-up and drop-off procedure at Memorial effective with the opening of school. Memorial dismissal procedure for pick up has been adjusted to not permit vehicles in the parking lot prior to 2:45
- High Mountain Road crosswalk was removed by the county along with the crossing guard.
- Continues without a Media Center Specialist. The new G&T/Enrichment teacher will facilitate the use of the media centers.
- Thanked the police department for their assistance with traffic flow during the extensive road construction.

Business Administrator's Report:

- Formally closed the 2016 fiscal year
- July financial reports completed and on the agenda
- Auditors are scheduled for field work during the first full week of September

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- Working on school opening issues: facilities, payroll, last minute supply orders, ensuring OOD tuition contracts and transportation is in place.
- Reviewed Agenda items:
 - Disclosure agent – a requirement of the SEC for reporting on outstanding bonds/debt statements
 - Fixed Asset Inventory
 - Flexible Spending Plan
 - Facilities item – Title Insurance for the property swap with the Borough

Committee Reports:

Facilities: No update

Curriculum: Mr. TenKate (for Mrs. Lacognata)

- Science PD will be offered for teachers on Tuesday, September 6. Specials and non-science teachers will have different training that day.
- Murder on the Orient Express was approved for the 8th grade Language Arts curriculum. It will be replacing The Misfits. It will be a more challenging read.
- Since there is no longer any commercialized standardized testing permitted in grades K-2, the InView testing will be moved to grade 3. The InView Test will only be administered to grade 6 for the 2016/2017 school year in October. The current 3rd graders will not take the InView test because they did take the test last year.
- Changes in the digital report card have been submitted to Realtime. The district is looking to move forward with this. The district is also looking to move away from OnCourse and to use Realtime for lesson planning and teacher web pages for the 2017/2018 school year.
- The Advanced Math class will remain at High Mountain School and there is a possibility for an Advanced Language Arts class for the 2017/2018 school year.

Finance: Mr. Valenti

- Textbook lease purchase was discussed. A small payment is due this fiscal year, with the full payments beginning in 2017-18.
- Reviewed the year end status for FY 16, and reported that the district is in better shape than previously, including a significant increase in eligible extraordinary aid.

Personnel: No update

Policy: Mr. Valenti

- Second readings on the agenda with no changes from the first reading

Public Relations: No Update

Technology: Mr. Colli

- Looking at purchasing an app for the district that would bring together various news and data for the district, including the parent portal (RealTime).
- We looked at various methods of communicating with the public, including Twitter and Facebook
- Report cards will be available through the Parent Portal this year and not mailed home.

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- District is sending out a permissions packet for district computer use, including Google Apps.
- Looked at options for replacing older computers in labs in both school.

Negotiations: Mrs. Melone

- Negotiations are ongoing with NHEA – hoping to wrap up in September.
- Began negotiations with the PSA to prepare a contract framework with this new unit.

Representative's Reports:

Board of Recreation: Mrs. Manning

- Soccer starts September 10th. Practices have started. No games are scheduled during the period of North Haledon Day and set-up.

Borough Council: Mr. TenKate

- North Haledon Day is scheduled for October 1, with Oct. 2 as a rain date).
- Next Council meeting is scheduled for September 7th

Planning Board: Mr. TenKate

- Next meeting is scheduled for September 8th.

PCSBA/NJSBA: No update

P.C. Educational Service Commission: No update

Accept Reports:

BE IT RESOLVED, that Superintendent, Business Administrator, Committee and Representative reports be accepted.

Motion: Lampe

Second: Badami

Vote: unanimous voice vote

Petitions of Citizens

Motion to open the floor: Lampe

Second: Manning

Vote: unanimous voice vote

1. Ms. House inquired if the police were planning to put a cross walk anywhere else by High Mountain. Administration is looking into it with the town, as well as parent parking along High Mountain Road at Memorial
2. Mr. Mannino acknowledged the new G&T/Enrichment teacher. He also asked about a crossing guard at Memorial and expressed thanks for the new pick up procedure at Memorial. In response to a question, he was informed that the Supervisor position is still a part of the T.O. but remains unfilled.

Motion to Close the Floor: Lampe

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Second: Manning

Vote: Unanimous voice

New Business

Finance:

The Finance Committee recommends the following motions for approval by the Board:

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: 1) District Claims; 2) Approval of Transfer of Funds; 3) Acceptance of Monthly Financial Reports; 4.) Award of Transportation Contract – ESY; 5.) Approval to Purchase - State Contract; 6.) Approval of Professional Services Agreement - Disclosure Agent; 7.) Approval of Agreement - Fixed Asset Inventory; and 8.) Approval of Professional Service Agreement - Flexible Spending Plan Administrator.

Motion: Valenti

Second: Colli

Vote: 7-0

1. Approval of District Claims

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator that the Board of Education the attached list of claims in the total amount of \$870,957.41 be approved for payment, as follows:

General Fund (10, 11, 12)	\$529,489.49
Special Revenue Fund	\$ 10,992.92
Debt Service Fund (40)	\$330,475.00
Cafeteria Fund	\$ -0-.

2. Approval of Transfer of Funds

BE IT RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board of Education approve the transfer of funds in accordance with the attached list of adjustments for the month of July 2016.

3. Acceptance of Monthly Financial Reports

BE IT RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board of Education accepts the Board Secretary's and Treasurer's Reports for the month ending July 31, 2016 and has determined that they are in agreement; acknowledges receipt of the Secretary's certification that no budgetary line item account has obligations, payments or orders which exceed the amount appropriated or has been over expended in accordance with N.J.A.C.6A-16.10(c)3 and 4; and certifies that in accordance P.L.2004 Ch.73, no budgetary transfers cumulatively exceed 10% that would require the approval of the Commissioner of Education.

4. Award of Transportation Contract – ESY

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator, that the Board of Education approve a contract with the Northern Regional Educational Services Commission for transportation services for students attending Extended School Year programs in accordance with their IEP, as follows:

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Route #	School(s)	Contractor	# of students	Cost: Route/Adm. Fee (estimated)	Dates
334B	Glenview/Gramon/ New Beginning	Jersey Kids	3	\$7,949.40 / \$264.98	7/11/16 – 8/19-16
335B	Children’s Therapy Center	Morgan Ed Services	1	\$5,130.00 / \$205.20	7/05/16 – 7/29/16

5. Approval to Purchase - State Contract

BE IT RESOLVED, upon the recommendation of Interim Business Administrator, that the Board approve the use of cooperative purchasing through state contracts as follows:

Computer and related materials Dell, Inc.	Contract# WN23AGW
HP Desktops, laptops, tablets and SHI	Contract# MNNVP133
Peripherals	

6. Approval of Professional Services Agreement - Disclosure Agent

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator, that the Board approve the renewal of a professional services agreement with Phoenix Advisors. LLC to serve as Continuing Disclosure Agent and Independent Registered Municipal Advisor of record for the 2016-17 school year, to meet the district’s Secondary Market Disclosure and compliance, in the amount of \$850.00.

7. Approval of Agreement - Fixed Asset Inventory

WHEREAS, the state requires a Fixed Annual Inventory be completed and reviewed as a part of the district’s annual audit; and
 WHEREAS, the last report on file is from June 30, 2012 which was completed by Acclaim Inventory, LLC, and the district’s last annual audit contained a recommendation to update the fixed asset report for all additions and deletions; and
 WHEREAS, the cost proposed to complete the four years of necessary updates is equal to or exceeds the proposal to issue a new report;
 NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Interim Business Administrator, that the Board approve retaining the firm of Acclaim Inventory, LLC to provide the required Fixed Asset Inventory report as of June 30, 2016 for inclusion in the annual; audit for that period, in the amount of \$2,200.00.

8. Approval of Professional Service Agreement - Flexible Spending Plan Administrator

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator, that the Board approve the renewal of a professional services agreement with FlexFacts to serve as administrator of the district’s flexible spending plan for the period July 1, 2016 through June 30, 2017 at a fee of \$4.00 per month per participant or \$50.00 minimum per month, whichever is greater, said agreement being subject to approval by Board Counsel.

Technology:

No Technology Motions for the Board’s consideration this evening.

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Personnel:

The Personnel Committee recommends the following motions for approval by the Board.

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: 1) K-5 Enrichment/BSI Teacher; 2) Approval of Middle School Language Arts Teacher- Maternity Leave Position; 3) Approval of Administrative Salary- Building Principal; 4.) Amendment of Schedule and Aide Salaries; 5.) Approval of Substitute List; 6.) Acceptance of Resignation; and 7.) Approval of Volunteer.

Motion: Lampe
Second: Badami
Vote: 7-0

1. Approval of K-5 Enrichment/BSI Teacher.

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the appointment of Mrs. Susan VanderPyl as K-5 Enrichment/BSI Teacher for the 2016-2017 School Year, BA Step 8 at \$54,569, pending ratification of collective bargaining agreement.

2. Approval of Middle School Language Arts Teacher- Maternity Leave Position.

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the appointment of Mr. Christopher Crowley as Middle School Language Arts Teacher- Maternity Leave Position beginning October 3, 2016 and ending February 22, 2017, BA Step 1 at a salary of \$51,114, pending ratification of collective bargaining agreement.

3. Approval of Administrative Salary- Building Principal.

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approves the annual salary for Michele Mazzola, having been appointed as the Building Principal of High Mountain School at the May 25, 2016 meeting of the Board of Education, at \$105,000.00 for the period of July 1, 2016 through June 2017.

4. Amendment of Schedule and Aide Salaries

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approves an amendment to the schedule of hours and salaries for the instructional aides for the 2016-17 school year. Salaries are at the 2015-16 hourly rate, pending settlement of the collective bargaining agreement;

EMPLOYEE	ASSIGNMENT	DAILY HOURS	ANNUAL SALARY
Mirieh Alain	Memorial PreK & Bus	3.5 hrs x 186 days (PT)	\$10,416.00
Elizabeth Bobrowski	Memorial	6.8 hrs x 186 days (FT)	\$20,236.80
Cheryl D'Andrea	Memorial & Bus	7.0 hrs x 186 days (FT)	\$20,832.00
Lisa Donnolly	HMS (1:1)	6.8 hrs x 186 days (FT)	\$20,236.80
Jeanne Fondacaro	HMS (1:1)	6.8 hrs x 186 days (FT)	\$20,236.80
Lisa Josephs	HMS (1:1)	6.8 hrs x 186 days (FT)	\$20,236.80

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EMPLOYEE	ASSIGNMENT	DAILY HOURS	ANNUAL SALARY
Angelita Lauricella	HMS	6.8 hrs x 186 days (FT)	\$20,236.80
Zonia Meneses	HMS (1:1 in PM)	4.0 hrs x 186 days (PT)	\$11,904.00
Lynn McMurray	Memorial	4.5 hrs x 186 days (PT)	\$13,392.00
Kristine Nashed	Memorial	4.5 hrs x 186 days (PT)	\$13,392.00
Ryan Naundorff	HMS (1:1 in AM)	3.5 hrs x 186 days (PT)	\$10,416.00
Sherri Nickles	HMS	6.8 hrs x 186 days (FT)	\$20,236.80
Maria Sole	Memorial	6.8 hrs x 186 days (FT)	\$20,236.80
Michele Stansfield	Memorial	4.5 hrs x 186 days (PT)	\$13,392.00
Tina Targia	Memorial PreK & Bus	4.0 hrs x 186 days (PT)	\$11,904.00

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approves an amendment to the schedule of hours and salaries for the non-instructional aides for the 2016-17 school year. Salaries of \$10.00 per hour, pending the conclusion of the collective bargaining.

EMPLOYEE	ASSIGNMENT	DAILY HOURS	ANNUAL SALARY
Joyce Linda Portella	Memorial - Cafeteria	4.5 hrs x 182 days (PT)	\$8,190.00
Jennifer Olsen	Memorial - Cafeteria	3.0 hrs x 182 days (PT)	\$5,460.00
Tawnya Stojakovic	Memorial - Cafeteria	3.0 hrs x 182 days (PT)	\$5,460.00
Grace Vetere	Memorial - Cafeteria	3.5 hrs x 182 days (PT)	\$6,370.00

5. Approval of Substitute List

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve renewal of the attached list of substitute teachers for the 2016-17, as certified by the Northern Regional Educational Services Commission, the district's substitute coordinators.

6. Acceptance of Resignation

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board accept the resignation of Mungi Zhaku, a part-time night custodian, effective immediately.

7. Approval of Volunteer

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve Lorraine Scudieri as a community volunteer in Memorial School for the 2016-2017 school year.

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Policy:

The Policy Committee recommends the following motions for approval by the Board

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: 1) Approval of Board Minutes; 2) Second Reading- Part 2 of Alert 208.

Motion: Valenti
Second: Manning
Vote: 7-0

1. Approval of Board Minutes

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the minutes listed below as per copies distributed to each board member.

June 29, 2016 - Executive Session

July 20, 2016 - Public Meeting

July 20, 2016 - Executive Session

2. Second Reading - Part 2 of Alert 208.

Policy

0167- Public Participation in Board Meetings.

2422- Health Education.

2431- Athletic Competition (M).

Regulation

2431.2- Medical Examination Prior to Participation on School-Sponsored Interscholastic or Intramural Team or Squad (M).

Abolish Policy (incorporated into P2422 above)

2425- Physical Education

Curriculum:

No Curriculum Motions for the Board's consideration this evening.

Facilities & Services:

The Facilities & Services Committee recommends the following motions for approval by the Board.

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion:

1.) Approval of District Facilities Use; 2.) Authorization to Obtain Title Insurance

Motion: Valenti
Second: Lampe
Vote: 7-0

1. Approval of District Facilities Use.

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the following use of district facilities subject to non-conflicting events.

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Organization	Date	Times	Location	Purpose
No. Haledon Girl Scout Troop 95885	Oct. 2016 - June 2017	3:00pm - 4:30pm	Memorial - Media Center	3rd Grade Brownies
Girl Scout Troop #5594	Sept. 2016 - June 2017	Fridays: 3:30pm - 5:30pm	Memorial - Art Room	Troop meetings
North Haledon PTO	Sept. 2016 - June 2017	Various	Memorial & High Mountain	PTO meetings, activities and functions (Listing on file in Business Office)
Borough of North Haledon - Public Events Committee	Sept. 28 - Oct. 4, 2016	All day Event on 10/01 with rain date of 10/02	High Mountain fields	North Haledon Day (includes preparation to clean up)
North Haledon Cub Scout Pack 70	Sept. 2016 - June 2017	Bi-Monthly meetings	High Mountain: APR, Library, 5 Classrooms	Den and Pack meetings - Tuesday schedule on file. 6/14 - Wednesday 01/28/17 - Pinewood Derby
Organization	Date	Times	Location	Purpose
North Haledon Education Foundation	2016: 9/13, 10/11, 11/8, 12/13 2017: 1/10, 2/14, 3/14, 4/18, 5/9, 6/13	7:15 pm - 9:00 pm	High Mountain	Monthly Meetings - APR
North Haledon Education Foundation	10/01/2016 (Rain date of 10/02/2016)	8:00 am - 12:00 pm	High Mountain - kitchen	North Haledon Day - "Taco in a bag"

2. Authorization to Obtain Title Insurance

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator, that the Board authorize the firm of Wilentz, Goldman & Spitzer P.A. to obtain Title Insurance for the transfer of property in connection with the Memorial School site at a fee not to exceed \$1,800.00.

Old/New Business:

None

ADJOURN TO EXECUTIVE SESSION:

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WHEREAS, Chapter 231, P.L. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in closed or private session under certain limited circumstances, and WHEREAS, said law requires the board to adopt a resolution at a public meeting before it can meet in such a closed or private session.

NOW THEREFORE BE IT RESOLVED BY THE NORTH HALEDON BOARD OF EDUCATION THAT:

1. It does hereby determine that it is necessary to meet in Closed Session prior to adjournment of this meeting:
 - (a) To discuss negotiations (NHEA and NHPSA
 - (b) To discuss litigation pertaining to NHBOE v. Manchester MUA and to receive attorney advice.
2. The matters discussed will be made public when the need for confidentiality no longer exists.
3. Action may be taken in public following the closed session.

EXECUTIVE SESSION

Motion: Badami
Second: TenKate
Time: 8:15 pm
Vote: 7-0

Re-open Public Meeting

Motion: Badami
Second: Lampe
Time: 9:15 pm
Vote: Unanimous voice vote

ROLL CALL: Present: Dr. Badami, Mr. Colli, Mrs. Lampe, Mr. Ten Kate, Mr. Valenti, and Mrs. Melone.
Absent: Mrs. Lacognata, Mrs. Manning and Mrs. DeNova

Unfinished Business

None

ADJOURNMENT

Motion: TenKate
Second: Badami
Time: 9:15 pm
Vote: Unanimous voice vote

Respectfully submitted,



Michael J. Donow, RSBA
Interim Business Administrator/Board Secretary