

**BOARD OF EDUCATION  
BOROUGH OF NORTH HALEDON**

*Minutes*

*Public Meeting*

*November 16, 2016*

**CALL TO ORDER**

TIME: 7:30

Location: Memorial School

**FLAG SALUTE**

**ROLL CALL:**

Present: Dr. Badami (in at 7:33pm), Mrs. LaCognata, Mrs. Lampe, Mrs. Manning, Mr. TenKate, Mr. Valenti, Mrs. DeNova, and Mrs. Melone.  
Absent: Mr. Colli  
Others 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 advertised in The Hawthorne Press, which has been designated as the Board's official newspaper, and mailed 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:**

- Enrollment (Memorial- 373// HMS- 269)
- November HIB Report (No cases to report)
- Re-Registration (K Families to submit in the week of 12/5/16-12/9/16)
- American Education Week (Nov. 14-18) & Parent Visitation Day (Nov. 16)
- QSAC: Pre-QSAC review by the County Office on 12/2/16 (in-district)
- Grade 8 G&T
- Donation of autographed copy of a book by Ms. Laura Fisher of Cedar Cliff United Methodist Church
- Music Program Presentation by Mr. Ron Pokryska

**Business Administrator's Report:**

- Presentation of FY'16 Audit (Further review of the audit by the district's Auditor shall take place at the December 21, 2016 meeting of the Board.)
- Communication from Board Counsel - Transfer of Properties between Board of Education and Borough of North Haledon

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**Committee Reports:**

Facilities: Mr. Valenti – no update

Curriculum: Mrs. LaCognata

- The 8<sup>th</sup> grade Chromebook roll-out began today, 11/16

Finance: Mrs. DeNova

- The committee met on 11/9 and went through the audit with the auditor. The Interim BA provided an overview for the public and the auditor will be present at the December meeting.

Personnel: Mrs. Lampe – no update

Policy: Mr. Valenti

- Second reading of the latest updates are on tonight's agenda for adoption

Public Relations: Mrs. Manning – no update

Technology: Mrs. DeNova – no update

Negotiations: Mrs. Melone

- Negotiations with the administrator unit are on-going

**Representative's Reports:**

Board of Recreation: Mrs. Manning

- Soccer in its final week
- Basketball and Bowling registration is happening
- Travel basketball is in tryouts
- Recreation's annual fund raiser beefsteak is on Jan. 27, 2017 from 7 to 11pm at The Brownstone

Borough Council: Mrs. LaCognata

- Communicating with Mayor to set up a Letters to Santa mailbox and placed outside the municipal bldg. Santa will be responding to the letters (by Manchester students). The program starts on Monday. The Mayor requested that if anyone knows of anyone in need that the information be passed on so that it can be passed on to a Not-For-Profit to assist.

Planning Board: Mrs. LaCognata – no update

PCSBA/NJSBA: Mrs. DeNova

- The next meeting is on Dec 5<sup>th</sup>.

P.C. Educational Service Commission: Mr. Coffaro – no update

**Accept Reports:**

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

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Motion: Lampe  
Second: Badami  
Vote: Unanimous voice

**Petitions of Citizens**

Motion to open the floor: TenKate  
Second: LaCognata  
Vote: Unanimous voice

**Public Comments**

- Mrs. Mannino questioned the “delay” in starting the instrumental music program; requested information as to the QSAC requirements; requested information as to the roll of the team leaders; and acknowledged the “coup” of getting Julianne Moore to come to school for the reading.

**Motion to Close the Floor:**

Motion to close the floor: Lampe  
Second: LaCognata  
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. Acceptance of FY’16 CAFR, Auditor’s Management Report and District Corrective Action Plan; 5. Amendment of Agreement with Northern Regional ESC for Business Services**

Motion: DeNova  
Second: TenKate  
Vote: 8 - 0

**1. Approval of District Claims**

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator that the Board of Education approve the attached list of claims in the total amount of \$885,636.31 be approved for payment, as follows:

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General Fund (10, 11, 12)	\$ 874,971.40
Special Revenue Fund	\$ 10,664.91
Debt Service Fund (40)	\$ -0-
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 October 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 October 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. Acceptance of FY'16 CAFR, Auditor's Management Report and District Corrective Action Plan**

BE IT RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board hereby accepts the Comprehensive Annual Financial Report as prepared by Interim Business Administrator in conjunction with Lerch, Vinci & Higgins for the period of July 1, 2015 through June 30, 2016 ; and

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board hereby accepts the Management Report of Administrative Findings – Financial, Compliance and Performance for the period ending June 30, 2016 as prepared by Lerch, Vinci & Higgins; and

BE IT FURTHER RESOLVED, that Board formally acknowledges that copies of the Synopsis of Audit, including the Administrative Findings portion of Management Report noted above have been made available to the public as a part of the audit presentation, and notes that full copies of the Comprehensive Annual Financial Report and Management Report of Administrative Findings – Financial, Compliance and Performance for the year ending June 30, 2016 will be available for review by the public in the Board Office; and

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BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board hereby approves the submission and implementation of the Corrective Action Plan for the 2015-2016 Comprehensive Annual Financial Report first year non-compliant issues which shall be attached as a part of the minutes of this meeting along with the Synopsis of Audit.

**5. Amendment of Agreement with Northern Regional ESC for Business Services**

BE IT RESOLVED, upon the recommendation of the Superintendent and Interim Business Administrator, that the Board approve an amendment to the agreement with the Northern Regional ESC for business services, to include staff support for accounts payable and payroll as needed, in the amount of \$23.50/hour not to exceed 29 hours per week, effective immediately.

**TECHNOLOGY:**

No resolutions for consideration

**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. Approval of Maternity Leave Replacement Teacher- Grade 3; 2. Approval of Maternity Leave Replacement Leave Teacher- Grade 1; 3. Approval of Maternity Leave Replacement Teacher- Grade 2; 4. Approval of November Substitute List; 5. Approval of Additional Weekly Work Hours for Interim Business Administrator; 6. Approval of Stipends - I&RS Teams; 7. Appointment of Team Leaders; 8. Appointment of Extra-Curricular Stipend Positions; 9. Approval of Business Office Intern; 10. Approval of Substitute Nurse Pay for Newspaper Club Coverage (Retroactive); 11. Acceptance of Resignation- Full Time Custodian**

Motion: Lampe

Second: Badami

Vote: 8 - 0

**1. Approval of Maternity Leave Replacement Teacher Position- Grade 3**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Mrs. Keri Kennedy to a Maternity Leave Grade 3 Position at Memorial School, at a sub rate of \$100.00 per day for the first 20 days of service, then after initial 20 day period there will be movement to the salary guide on Step 1 for a salary of \$51,154, beginning on January 3, 2017 and ending June 30, 2017.

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**2. Approval of Maternity Leave Replacement Teacher Position- Grade 1**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Mrs. Rachel Anders at a sub rate of \$100.00 per day for the first 20 days of service, then after initial 20 day period there will be movement to the salary on the guide at Step 1 for a salary of \$51,154, beginning on March 13, 2016 and ending June 30, 2017.

**3. Approval of Maternity Leave Replacement Teacher Position- Grade 2**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Ms. Jenna DeMarco at a sub rate of \$100.00 per day for the first 20 days of service, then after initial 20 day period there will be movement to the salary guide at Step 1 for a salary of \$51,154, beginning on December 5, 2016 and ending May 15, 2017.

**4. November 2016-2017 Substitute Teacher List**

BE IT RESOLVED, upon the recommendation of the Superintendent approves the attached November Substitute Teachers list for 2016-2017.

**5. Approval of Additional Weekly Work Hours- Interim Business Administrator/Board Secretary**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approve the posting of an official notice of a public hearing to be conducted at the Board meeting on December 21, 2016 to consider a proposed amendment to its employment contract with Michael J. Donow, Interim Business Administrator/Board Secretary, to reflect a change in paragraph 2 of the employment contract for an additional average of five (5) hours per week, from the average 25 hours to an average of 30 hours weekly; and further, authorize the proposed amendment to be submitted to the Interim Executive County Superintendent for approval prior to the Board's December 21, 2016 meeting. The Board shall consider formal action to effectuate this change at the December 21, 2016 meeting should the amendment be approved by the Executive County Superintendent of Schools prior to December 21, 2016.

**6. Approval of Stipends - I&RS Teams**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the appointment of the following personnel to serve as the I&RS Team for each building. The members shall be eligible to be paid the contractual stipend for their participation after school hours at the rate of \$45.00/hour for an estimated 10 hours each for the 2016-17 school year.

Memorial School:	Jennie Rosen, Sharon Governale and Nancy Caruso
High Mountain School	Jennie Rosen, Kim Tanis and Josh Schneider

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**7. Appointment of Team Leaders**

BE IT RESOLVED, upon the recommendation of the Superintendent, that following personnel be appointed Team Leaders, and that they receive the contractual stipend of \$500.00 per year for this service.

Memorial School:	Kindergarten	Margaret Peschel	
	Grade 1	Jenny Cleri	
	Grade 2	Krista Losardo (½ year = \$250.00) Allie Cosgrove (½ year = \$250.00)	
	Grade 3	Renee Weinstein	
	Grade 4	MaryAnn Jones	
	Special Area	Carrie Rohlf	
	Special Ed	Anita Kocevski	
	High Mountain School:	Grade 5	Corrie Bouma
		Grade 6	Cristina Rough
		Grade 7	Ronnie VandeVeire
Grade 8		Judy Russo	
Special Area	Linda Khoyan		
Special Ed	Kim Tanis		

**8. Appointment of Extra-Curricular Stipend Positions**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the appointment of the following extra-curricular stipend positions at High Mountain School for the 2016-17 school year.

Student Council	Ronnie VandeVeire	\$1,400.00
	Vanessa Talarico	\$1,400.00
Yearbook	Corrie Bouma	\$1,200.00
	Christine Haggerty	\$1,200.00

**9. Approval of Business Office Intern**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve William Oakley, a volunteer intern for the Business Office for the period of November 1, 2016 to June 30, 2017. Mr. Oakley holds a School Business Administrator Certificate of Eligibility and will be working with the Interim Business Administrator a few hours a week, at no cost to board.

**10. Approval of Substitute Nurse Pay for Newspaper Club Coverage (Retroactive).**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approves, retroactively, for Newspaper Club coverage at one (1) hour after school occurring on November 1, 2016 at a rate of \$25.00.

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**11. Acceptance of Resignation- Full Time Custodian**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby accepts the resignation of Mr. Martin Mariani, Full Time Custodian, and effective November 28, 2016.

**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 - Policies & Regulations; 3. Approval of Tentative Meeting Schedule - 2017**

Motion: Valenti

Second: Badami

Vote: 8 - 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.

October 19, 2016 - Public Meeting

October 19, 2016 - Executive Session

**2. Second Reading - Policies & Regulations**

P 1220- Employment of Chief School Administrator (M) (Revised)

P 1310- Employment of School Business Administrator/Board Secretary (Revised)

P 2414- Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)

P 3111- Creating Positions (Revised)

P 3124- Employment Contract (Revised)

P 3125- Employment of Teaching Staff Members (M) (Revised)

P 3125.2- Employment of Substitute Teachers (Revised)

P&R 3126- District Mentoring Program (Revised)

P 3141- Resignation (Revised)

P&R 3144- Certification of Tenure Charges (Revised)

P 3159- Teaching Staff Member/School District Reporting Responsibilities (Revised)

P 3231- Outside Employment as Athletic Coach (Revised)

P 3240- Professional Development for Teachers and School Leaders (M) (Revised)

R 3240- Professional Development for Teachers and School Leaders (M) (Revised)



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P&R 3244- In-Service Training (M) (Abolished)  
P 4159- Support Staff Member/School District Reporting Responsibilities (Revised)  
P 5305- Health Services Personnel (Revised)  
R 5330- Administration of Medication (M) (Revised)  
P 5350- Student Suicide Prevention (Revised)  
R 5350- Student Suicide (Revised)  
P 9541- Student Teachers/Interns (Revised)

**3. Approval of Tentative Meeting Schedule - 2017**

BE IT RESOLVED, that the Board of Education adopts the following tentative meeting schedule for 2017, all meetings to begin at 7:30PM unless otherwise noted, and direct the Interim Business Administrator/Board Secretary to provide the dates to the Township for inclusion in its annual calendar.

January 4, 2017	Organizational Meeting	Memorial School
January 18, 2017	Regular Meeting	High Mountain School
February 15, 2017	Regular Meeting	Memorial School
March 15, 2017	Regular Meeting	High Mountain School
April 26, 2017	Regular Meeting	Memorial School
May 17, 2017	Regular Meeting	High Mountain School
June 21, 2017	Regular Meeting	Memorial School
July 19, 2017	Regular Meeting	High Mountain School
August 16, 2017	Regular Meeting	Memorial School
September 20, 2017	Regular Meeting	High Mountain School
October 18, 2017	Regular Meeting	Memorial School
November 15, 2017	Regular Meeting	High Mountain School
December 20, 2017	Regular Meeting @ 6:30PM	Memorial School

The formal Board of Education calendar shall be adopted at the Organization Meeting on January 4, 2017 and subsequently advertised in the official newspaper of the district.

**CURRICULUM:**

The Curriculum 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. Professional Services Agreements - Physician Services; 2. Appointment of the School Physician; 3. Approval of Software License; 4. Book Author Visitation; 5. District Nursing Plan- 2016-2017; 6. Approval of Travel, Conferences, Workshops and Related Expenses; 7. Approval of Submission of Grant Amendments - IDEA and NCLB**

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Motion: LaCognata  
Second: Manning  
Vote: 8 - 0

**1. Professional Services Agreements - Physician Services**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the a Professional Services agreement with Valley Center for Child Development, Ridgewood, New Jersey for Pediatric Evaluations as a part of the Child Study Team evaluation of students, in the amount of \$675.00 per evaluation for the 2016-2017 school year.

**2. Appointment of School Physician**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the approve the appointment of Dr. Carmelina Tirri MD as the district's School Physician of Record for the 2016-2017 school year at an annual fee of \$1,000.00.

**3. Approval of Software License**

BE IT RESOLVED, upon the recommendation of the Superintendent, that Board approve a renewal of the Raz-Kids for Special Education software license, at the annual cost of \$109.95 plus shipping and handling.

**4. Book Author Visitation**

BE IT RESOLVED, upon the recommendation of the Superintendent that the Board approves book author, Mrs. Julianne Moore, for a visitation with our Kindergarten-Grade 2 students on December 5, 2017 at no cost to the board.

**5. District Nursing Plan- 2016-2017**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approves the District Nursing Plan for the 2016-2017 School Year.

**6. Approval of Travel, Conferences, Workshops and Related Expenses**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve reimbursement and expenses previously approved by the Superintendent for the following staff development, training, workshops conferences and/or seminars as they are directly related to and within the scope of the participant's' duties and are critical to the instructional needs and/or efficient operation of the district. The travel and expenses are justified and within the guidelines established by the New Jersey Department of Education accountability regulations.

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DATE	PARTICIPANT	WORKSHOP	LOCATION	FEE	OTHER COSTS
12/1-2/16	Jessica VanDyke Marissa Blakely	Conference for School Based Speech Language Pathologists	West Orange, NJ	\$399.00/each	No mileage costs requested

**7. Approval of Submission of Grant Amendments - IDEA and NCLB**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the submission of amendments to the IDEA and NCLB federal grants for 2016-17 to reflect prior year carryover funds as approved by the New Jersey Department of Education as outlined below.

	<u>Original Grant</u>	<u>Carryover</u>	<u>Amended Grant</u>
NCLB Title II	\$ 16,287.00	\$14,419.00	\$ 30,706.00
IDEA Basic	\$ 141,623.00	\$ 8,985.00	\$ 150,608.00

**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. Agenda item removed at the request of the Interim Business Administrator**

Motion: Valenti  
Second: DeNova  
Vote: 8 - 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.

Organization	Date	Times	Location	Purpose
Borough of North Haledon	Dec. 10, 2016	4:00pm to 8:30pm	HMS- All Purpose Room	Mayor's Christmas Party
Borough of North Haledon	January 2, 2017	6:30pm to 8:30pm	HMS- All Purpose Room	Municipal Re-Organization Meeting
NHPTO	February 10, 2017	5:00pm to 10:00pm	Memorial- Gym	Sweetheart Dance
HMS Science Department	March 29, 2017	6:00pm to 9:30pm	HMS- All Purpose Room	Science Fair

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**Old/New Business**

- Mrs. Manning inquired about the status of the APP presented at the last meeting.
- Mr. TenKate was informed that the rear lights at Memorial had been repaired, and there is no update on the HVAC repairs.

**ADJOURN TO EXECUTIVE SESSION and ADJOURNMENT OF PUBLIC MEETING**

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 (NHPSA)
  - (b) To discuss and receive attorney advice regarding a pending litigation matter - North Haledon Board of Education v. Manchester Utilities Authority, and a pending arbitration matter adverse to the North Haledon Education Association.
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 and Adjournment:

Motion: DeNova  
Second: Lampe  
Time: 8:20pm  
Vote: 8 - 0

Respectfully submitted,

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