

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

CALL TO ORDER

TIME: 7:35

Location: High Mountain School

Flag Salute

Roll Call

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

Absent: none

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.

Recognition of Board Members

Mrs. Melone, speaking on behalf of the full board, acknowledged the dedicated service of those members who are attending their last meeting: Mrs. Renate Lampe, Mr. Paul Valenti and Mr. Louis Colli.

Superintendent's Report:

- Holiday Message

Business Administrator's Report:

- Presentation by Dieter Lerch, Lerch Vinci Higgins - FY'16 Audit and Management Report
- Communication - OPRA Request from Sen. Weinberg concerning Health Benefits Waivers 2010-16
- Agenda items - Transfer of Funds (Finance #s 2, 4 and 5)

Committee Reports:

Facilities: Mr. Valenti - no update

Curriculum: Mrs. LaCognata - no update

Finance: Mrs. DeNova - no update

Personnel: Mrs. Lampe - no update

Policy: Mr. Valenti – a new Alert has been issued and will be addressed in the coming meetings.

Public Relations: Mrs. Manning - no update

Technology: Mrs. DeNova - no update

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

Negotiations: Mrs. Melone – a meeting for NHAA negotiations has been scheduled for January. Dr. Badami will be added in place of Mr. Valenti.

Representative's Reports:

Board of Recreation: Mrs. Manning

The Rec Board met last Tuesday and is looking to pilot a North Haledon high school program within the current schedule of facility use.

Borough Council: Mrs. LaCognata

The Council Organizational meeting will be held on January 2, 2017

Planning Board: Mrs. LaCognata - no update

PCSBA/NJSBA: Mrs. DeNova - no update

N.R.E.S.C.: Mr. Coffaro- no update

Accept Reports:

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

Motion: Mrs. Lampe

Second: Mr. Ten Kate

Vote: Unanimous voice

Public Hearing - Amendment to Contract for Interim Business Administrator

Motion to open the Public Hearing: Mrs. Lampe

Second: Mrs. DeNova

Vote: Unanimous voice

Public Comment – no member of the public addressed the Board

Motion to close the Public Hearing: Mrs. Lampe

Second: Mrs. DeNova

Vote: Unanimous voice

Petitions of Citizens

Motion to open the floor: Mrs. Lampe

Second: Dr. Badami

Vote: Unanimous voice

Public Comments

- Mrs. Andropow spoke on behalf of several former board members to congratulate Mr. Valenti, Mrs. Lampe and Mr. Colli and thanked them for their service.
- Mr. Mannino inquired as to the status of the heating issue at Memorial School.

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

- Mr. DeNova acknowledged Mrs. Lampe's many years of dedicated service to both the Board of Education and the Township, adding she is a true public servant. He also thanked Mr. Valenti for his dedicated service.

Motion to close the floor: Mrs. Lampe
Second: Mrs. 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) Appropriation of Maintenance Reserve; 5) Approval to Request Transfer in excess of 10%

Motion: Mrs. DeNova
Second: Mr. Ten Kate
Vote: 9 - 0

1. Approval of District Claims

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator that the attached list of claims in the total amount of \$ 1,041,946.71 be approved for payment, as follows:

General Fund (10, 11, 12)	\$ 935,916.78
Special Revenue Fund	\$ 69,040.50
Debt Service Fund (40)	\$ -0-
Cafeteria Fund	\$ 36,989.43

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 November 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 November 30, 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. Appropriation of Maintenance Reserve

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

BE IT RESOLVED, upon the recommendation of the Superintendent and Interim Business Administrator, and after review by the Board Facilities Committee, that the Board approve the transfer of \$30,000.00 from the audited Maintenance Reserve Fund to the General Fund for needed maintenance on the HVAC systems in the two district facilities. Unused funds for this purpose, shall revert back to the Maintenance Reserve Fund at the conclusion of the fiscal year.

5. Approval to Request Transfer in excess of 10%

WHEREAS, the funding for the annual payment of a lease purchase agreement for the purchase of laptops was budgeted in error as a capital outlay expenditure in the 2016-17 budget; and WHEREAS, the Interim Business Administrator as determined that in order to post the expenditure to the correct account in accordance with the Chart of Accounts promulgated by the New Jersey Department of Education, a transfer is necessary that will result in a transfer exceeding 10% from an account that requires approval of the County Superintendent;

BE IT RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board approves said transfer in the amount of \$58,000.00 and requests that the transfer be authorized and approved by the Executive County Superintendent; and

BE IT FURTHER RESOLVED, that the Interim Business Administrator be directed to submit the required paperwork to facilitate the approval process.

TECHNOLOGY:

No recommended actions

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 Substitute List; 2. Approval of Amendment to Contract - Interim Business Administrator; 3. Approval of Salary Adjustment of Part-Time Clerical Staff; 4. Appointment of Business Services Substitute; 5. Appointment of Supervisor of Buildings and Grounds; 6. Additional Hours Part-Time Custodians; 7. Medical Leave of Absence; 8. Letter of Resignation - Part-Time Custodian; 9. Maternity Leave Replacement- Grade 2; 10. Approval of Part-Time Custodian- HMS; 11. Student Teacher- Grade 3.

Motion: Mrs. Lampe

Second: Mrs. LaCognata

Vote: 9 - 0

1. Approval of Substitute List

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

2. Approval of Amendment to Contract - Interim Business Administrator

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve an amendment to the contract between the Interim Business Administrator/Board Secretary and the North Haledon Board of Education, increasing the average number of hours from 25 hours per week to 30 hours per week, said amended contract having been approved by the Executive County Superintendent of Schools. The amended agreement was the subject of a public hearing at this December 21, 2016 public meeting of the board, having been advertised in the Hawthorne Press and made available for public inspection for the required 30 day period.

3. Approval of Salary Adjustment of Part-Time Clerical Staff

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve salary adjustments for the part-time clerical employees in the district in accordance with adjustments provided to other employees of the district for the 2016-17 school year, September 1, 2016 through June 30, 2017 as follows;

Linda Panagia	4.0 hours/day	\$15.38/hour	195 days	\$11,996.40/year
Janice Galliano	4.0 hours/day	\$15.38/hour	195 days	\$11,996.40/year; and

BE IT FURTHER RESOLVED, that the hours for the aforementioned employees may be increased from time to time, upon prior approval of the Superintendent, for purposes of substitute coverage for each other to ensure clerical coverage of the Memorial School front office, as well as for additional hours as may be required for the re-registration project under way in the district.

4. Appointment of Business Services Substitute

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the appointment of Patrick Duffy as a substitute in the Business Office at an hourly rate of \$15.40 for the period beginning January 1, 2017 through the end of the 2016-17 school year.

5. Appointment of Supervisor of Buildings and Grounds

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approves the appointment of John Maguire as Supervisor of Buildings and Grounds at a prorated salary of \$60,000 beginning February 1, 2017 and ending June 30, 2017, and further, approve the additional of \$2,000 to the annual base upon his submission of his certification as a Certified Educational Facilities Manager.

6. Additional Hours for Part-Time Custodians

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approve additional hours for vacancies in the department for all Part-Time Custodians for the purposes of appropriate coverage in High Mountain and Memorial Schools, as approved by the Superintendent.

7. Medical Leave of Absence

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approve the Medical Leave of Absence of Marybeth Miller for up to 8 weeks of recovery beginning on or about January 12, 2017. The employee will be using accumulated sick leave.

8. Letter of Resignation- Part-Time Custodian

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby accepts Letter of Resignation of Erasmo Colon, Part-Time Custodian, effective December 21, 2016.

9. Maternity Leave Replacement- Grade 2

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Ms. Lisa Junda 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.

10. Part-Time Custodian- HMS

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves retroactively Barbara Tagliabue as Part-Time Custodian at High Mountain Road School for 4-hours per day, 5-days per week at a rate of \$11.25 per hour, effective December 20, 2016 through June 30, 2017.

11. Student Teacher- Grade 3

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves Seton Hall University Student, Courtney Cali, as Grade 3 student teacher effective January 3, 2017.

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. Appointment of Acting Board Secretary

Motion: Mr. Valenti

Second: Dr. Badami

Vote: 9 - 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 12, 2016 - Special Meeting

November 16, 2016 - Public Meeting

November 16, 2016 - Executive Session

2. Appointment of Acting Board Secretary

BE IT RESOLVED, that Board of Education appoint Nicholas Coffaro, Superintendent of Schools, as the Acting Board Secretary for the January 4, 2017 Organizational Meeting of the Board of Education.

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. Approval of Travel, Conferences, Workshops and Related Expenses; 2. Yearbook Committee Fundraiser; 3. Approval of Tuition Contract- The Craig School.

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

Motion: Mrs. LaCognata

Second: Mrs. Lampe

Vote: 8 – 0 – 1

AYE: Badami, Colli, LaCognata, Lampe, Manning, TenKate, Valenti, DeNova

NAY: none

ABSTAIN: Melone

1. 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.

DATE	PARTICIPANT	WORKSHOP	LOCATION	FEE	OTHER COSTS
May 2017	Grade 7	Pine Forest Camp	Greeley, PA	\$6,015.00 BOE no fee	None
June 2017	Grade 8	Rockin Horse Ranch	Highland, NY	\$11, 379.20 BOE no fee	None
February 22, 2017	HMS Staff	Google Apps in the Classroom-	HMS	\$1,500	None

2. Yearbook Committee Fundraiser

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approves the Yearbook Committee Magnet Sale Fundraiser for the 2016-2017 school year.

3. Approval of Tuition Contract - The Craig School

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board hereby approves a tuition contract with the Craig School for one North Haledon student in the amount of \$27,795.25 for the 2016-17 school year for the full day program, effective December 12, 2016 through the close of school in June 2017.

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;

Motion: Mr. Valenti

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

Second: Mrs. Manning

Vote: 9 - 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
HMS Sports Club	Jan: 5, 12, 19, 26 Feb: 2, 9, 16, 23 Mar: 2, 9, 16, 23 Apr: 6, 20, 27 May: 4, 11, 18 Jun: 1, 8	3:00pm- 4:00pm	HMS- Gymnasium	Sports Club
New Beginnings	Wed. June 7, 2017	5:00pm- 8:30pm	Memorial School- Multi-Purpose Room	End of Year Art Show
Photography Club	Jan: 18, 25 Feb: 1, 8, 15 Mar: 1, 8, 15, 22, 29 Apr: 5, 19, 26 May: 3, 10, 17	3:05pm- 4:05pm	HMS- Computer Lab	Photography Club
Boys and Girls Club of Hawthorne\	1/27; 2/24; 3/31; 4/28; 5/19	6:00pm- 8:00pm	HMS Gymnasium	Middle School Open Gym Night
Boys and Girls Club of Hawthorne	1/20; 2/17; 3/24; 4/7; 4/21; 5/12	6:15pm- 8:30pm	Memorial School Gymnasium	Friday Night Fun
Boys and Girls Club of Hawthorne	1/4/17; 1/11; 1/18; 1/25; 2/1; 2/8; 2/15; 3/1	6:00pm- 8:00pm	HMS Home Ec Room (oven)	Cooking Club
Boys and Girls Club of Hawthorne	Jan: 9, 16, 23, 30 Feb: 6, 13, 27 Mar: 6	6:00pm- 8:00pm	HMS Home Ec Room (oven)	Cooking Club
Cub Scout Pack 70 (Den #5)	Feb: 16, 23	6:30pm- 8:30pm	HMS All Purpose Room	Completing Badge Requirements
Little Ivy Academy	Feb: 6, 13, 20, 27 Mar: 6, 13, 20, 27 Rain Dates: Apr 3 & 24	2:50pm-4:30	Memorial School	STEM Program
Little Ivy Academy	Feb: 9, 16, 23 Mar: 2, 9, 16, 23 Rain Dates: 3/30 & 4/6	2:50pm- 4:30pm	HMS	STEM Program

Old/New Business:

Mrs. Lampe noted that it has been a pleasure to have served on the Board and thanked all members of the board – past and present – for their efforts. Further, she offered a special thanks to Ginny Merlino, former BA, for her professionalism, particularly during the past year.

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

December 21, 2016

ADJOURN TO EXECUTIVE SESSION:

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 litigation pertaining to NHBOE v. Manchester MUA.
 - (b) Personnel – Superintendent’s Evaluation
2. The matters discussed will be made public when the need for confidentiality no longer exists.
3. Action will not be taken in public following the closed session.

Executive Session and ADJOURNMENT

Motion: Mrs. Lampe

Second: Mrs. Manning

Time: 7:13 PM

Vote: 9 - 0

Respectfully submitted,

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