

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Public Meeting

January 18, 2017

CALL TO ORDER

TIME: 7:30

Location: High Mountain School

Flag Salute

Roll Call

Present: Dr. Badami, Mrs. DeNova, Mrs. Manning, Mr. Mannino, Mr. Ten Kate, Mr. Griffo.
Absent: Mrs. LaCognata and Mrs. Melone
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, to the Bergen Record and the Star Ledger, alternate newspapers. Notice was also filed with the Borough Clerk and sent to those persons requesting that such notice be mailed to them.

RESIGNATION BOARD MEMBER

BE IT RESOLVED, that Board of Education acknowledge receipt of the resignation of Board Member Donna Dooner, effective January 8, 2017.

Motion: Ten Kate

Second: DeNova

Vote: 6 – 0

Superintendent's Report:

- Enrollment
- HIB Report (December/January)
- HIB Report Card
- Re-Registration Process
- Book Donation to Memorial School- The Tumminia Family
- Business Administrator- Superintendent Recommendation

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

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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 personnel
 - (b) The matters discussed will be made public when the need for confidentiality no longer exists.
2. Action may be taken in public following the closed session.

Executive Session:

Motion: Manning

Second: DeNova

Time: 7:38 pm

Vote: 6 - 0

REOPEN PUBLIC MEETING at 7:55 pm - ROLL CALL

Present: Dr. Badami, Mrs. DeNova, Mrs. LaCognata, Mrs. Manning, Mr. Mannino, Mr. Ten Kate, Mr. Griffo.

Absent: Mrs. Melone

Business Administrator's Report:

- Review of Finance Agenda Items
- Status Report - HVAC at Memorial School (items on agenda)

Committee Reports:

Facilities: No update

Curriculum: No update

Finance:

- The President has asked the members of the Finance committee to review and initial each of the supporting documents (POs/Vouchers) for each month's bill list. The President and Committee members will also sign the bill list document. All members will continue to receive the bill list in their packet and are welcome to make inquiries about any item contained in the report.
- The President has also asked the finance committee to look at the history of the problems that the district ran into in the past few years. He also requested that a community member – George VanDyke - be included in this committee's work to ensure the Township's questions get answered.

Personnel: No update

Policy: No update

Public Relations: No update

Technology: No update

Negotiations: No update

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Representative's Reports:

The President appointed the following members as the representatives as follows:

Board of Recreation: Mrs. Manning

Borough Council: Mrs. LaCognata

Planning Board: Mrs. LaCognata

PCSBA/NJSBA: Mrs. DeNova

P.C. Educational Service Commission: Mr. Coffaro

Accept Reports:

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

Motion: Badami

Second: DeNova

Vote: 7 - 0

Petitions of Citizens

The President opened the meeting for public comment.

- Ms. Macalle requested information concerning the cleaning of air ducts.

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 Approval to Request Transfer in excess of 10%; 4. Acceptance of Monthly Financial Reports; 5. Approval of Contract - Transportation; 6. Approval of Contract - Transportation.

Motion: Mannino

Second: DeNova

Vote: 6 – 0 – 1 Aye: Badami, DeNova, LaCognata, Manning, Mannino, Griffo

Abstain: Ten Kate

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 \$852,669.11 be approved for payment, as follows:

General Fund (10, 11, 12)	\$801,929.11
Special Revenue Fund (20)	\$ 36,245.74
Debt Service Fund (40)	\$ -0-
Cafeteria Fund	\$ 14,494.26 .

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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 December 2016.

3. Approval to Request Transfer in excess of 10%

WHEREAS, the funding for the annual payments of all stipends were budgeted in the Extracurricular salary account in the 2016-17 budget, but covered teacher stipends for other professional activities in accordance with the most recent collective bargaining agreement; and

WHEREAS, the Interim Business Administrator has determined that in order to post the expenditure to the correct accounts 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 from account series 11-401-xxx-xxx in the amount of \$9,275.00 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.

4. 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 December 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.

5. Approval of Contract - Transportation

BE IT RESOLVED, upon the recommendation of the Superintendent and Interim Business Administrator, that the Board approve a Parental Contract for Student Transportation with Raymond and Michelle Melone for the daily transportation to the Craig School, at the per diem rate of \$4237 for 128 days between December 12, 2016 and June 30, 2017, for a total of \$5,423.36.

6. Approval of Contract - Transportation

BE IT RESOLVED, upon the recommendation of the Superintendent and Interim Business Administrator, that the board approve a transportation contract through the North Region Education Services Commission for a special needs student effective January 18, 2107 through the 2016-17 school year, at a total cost of \$10,769.20.

TECHNOLOGY:

No Technology Report.

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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. Approval of Substitute List; 2. Appointment of Business Administrator/Board Secretary; 3. Maternity Leave- Mrs. Christine Haggerty; 4. Maternity Leave (Revision) - Mrs. Jennifer Cleri; 5. Maternity Leave (Revision) - Mrs. Danielle Ajaimy; 6. Termination of Maternity Leave Substitute; 7. Maternity Leave Position- Grade 2; 8. Substitute Evening Custodian.

Motion: LaCognata

Second: Badami

Vote: 7 - 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. Appointment of Business Administrator/Board Secretary

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the appointment of Katine M. Slunt to the position of Business Administrator/Board Secretary for the period beginning on or about March 16, 2017 through June 30, 2017 at a prorated annual salary of \$120,000.00; and

BE IT FURTHER RESOLVED, that the Board approve the contract for the period as reviewed and approved by the Executive County Superintendent.

3. Maternity Leave - Mrs. Christine Haggerty

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approves the maternity leave of Mrs. Christine Haggerty, Grade 5 teacher, on or about April 24, 2017 to June 30, 2017, with the utilization of accumulated sick days from April 24, 2017 to May 19, 2017 and again following the expected due date from May 20, 2017 to June 20, 2017 pursuant to Part Two, Article 3 of the collective negotiations agreement with the NHEA..

4. Maternity Leave (Revision) - Mrs. Jennifer Cleri

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve revision to the maternity leave of Mrs. Jennifer Cleri, Grade 1 Teacher, beginning on or about February 22, 2017 and extending to June 22, 2017, with the utilization of accumulated sick days from February 22, 2017 to March 21, 2017 and again from March 22, 2017 to April 26, 2017 pursuant to Part Two, Article 3 of the collective negotiations agreement with the NHEA.

5. Maternity Leave (Revision) - Mrs. Danielle Ajaimy

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve a FMLA/NJFLA leave of absence for Mrs. Danielle Ajaimy, Math Teacher, to commence at the conclusion of her maternity leave on January 27, 2017 and ending March 10, 2017.

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6. Termination of Maternity Leave Substitute Teacher

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the termination of maternity leave substitute teacher, Mrs. Lisa Junda, effective, retroactively, at the end of the school day on January 16, 2017.

7. Maternity Leave Position- Grade 2 ***

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve Mrs. Danielle Mete to a non-tenured track Grade 2 Maternity Leave Position on a per diem basis for a rate of \$225.00 without benefits, from January 19, 2017 to May 13, 2017.

8. Substitute Evening Custodian ***

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve Mr. Paul Foye as a substitute evening custodian not to exceed an average of 20 hours per week at a rate of \$15.00 per hour beginning on January 23, 2017 through June 30, 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.

Motion: Badami
Second: Ten Kate
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.

December 21, 2016 - Public Meeting
December 21, 2016- Executive Session
January 4, 2017 - Executive Session

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. Field Trip- Liberty Science Center- Grade 6; 3. Approval of Tuition Contract

Motion: LaCognata
Second: Badami
Vote: 7 - 0

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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
March 13, 2017	Mrs. Karen Gabriele	Helping The Struggling Learner	Ramapo College Mahwah, NJ	\$105.00	None
May 11 & May 12, 2017	G&T- Grade 5 (7 students)	Symposium For The Arts	Lincoln Middle School Hawthorne, NJ	\$175.00 (\$25.00 per student)	None
Feb 3, 2017	Ms. Corrie Bouma	Early Algebra Teaching Strategies for new standards - Grades 4-6	PRISM/MSU Montclair, NJ	\$150.00	None
Feb 4, 2017	Lucy DeNova Michelle Melone	NJSBA Leadership Conference	Montville, NJ	\$50.00 ea.	None

2. Field Trip- Liberty Science Center- Grade 6

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve the Grade 6 Field Trip to the Liberty Science Center in June of 2017 at no cost to the Board of Education. The cost of the trip will be \$20.00 per student, with an additional \$7.00 per student supplied by the PTO.

3. Approval of Tuition Contract

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve a tuition contract for a special needs student with The Forum School, effective January 17, 2017 through the end of the 2016-17 school year, at a cost of \$302.76 per day for 96 days for a total of \$29,064.96.

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. Approval of Contracts - HVAC Maintenance/Repairs 3. Approval of Contract - Replacement of Hot Water Equipment (HMS)

Motion: Ten Kate

Second: LaCognata

Vote: Items #1 and #3: 7 - 0

Item #2: 6 – 0 – 1 Aye: Badami, DeNova, LaCognata, Manning, Mannino, Griffo

Abstain: TenKate

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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
PTO	May 9 & 10, 2017	6:00pm-9:00pm	HMS All Purpose Room	Talent Show/Lip Sync Performance
Milestones Child Care Academy	Saturday, April 22, 2017	9:00am-12:30pm	Memorial- Gym/Aud.	Preschool Prom
Milestones Child Care Academy	Saturday, June 10, 2017	8:30am-12:00pm	Memorial- Gym/Aud.	Preschool Graduation

2. Approval of Contracts - HVAC Maintenance/Repairs

BE IT RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board affirm the action taken by the Interim Business Administrator, in his capacity as Purchasing Agent for the district, and approve the following contracts, which represent the lowest responsive quotes obtained for maintenance and repair work on the HVAC System in Memorial School:

Reiner Group Inc.	
Repairs to Air Handler #5 Analysis of Units #2 and #7	\$1,000.00
Furnish & Install ERV Belt for Unit #7	\$2,225.00
Preventative Maintenance Air Handlers # 1, 2, 3, 4, 5, 6, 7, 8 and Exhaust Fans	\$1,500.00
Universal Electric Motor Service, Inc.	
On Site Service and Troubleshooting all Units	\$ 750.00
Labor & Materials for the replacement of the motor in Unit #2, and replace all fuses, circuit breaker and contactors.	\$5,490.00

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3. Approval of Contract - Replacement of Hot Water Equipment (HMS)

BE IT RESOLVED, upon the recommendation of the Superintendent and Interim Business Administrator, that the Board affirm the action taken by the Interim Business Administrator, in his capacity as Purchasing Agent for the district, and approve a contract Administrator, and approve a contract to J. Valente Plumbing Heating & Cooling, Inc. for the replacement of the hot water heated in High Mountain School, in the amount of \$15,200.00, said contract awarded via the cooperative bidding process through Educational Data (Time & Material Bid # 6894)

OLD/NEW BUSINESS

- **The Superintendent officially welcomed the new Business Administrator, Mrs. Katine Slunt**

- **Approval of 2017 Board of Education meeting calendar**
 - Motion:
 - Second:
 - Vote:

BE IT RESOLVED that the regular meetings for the North Haledon Board of Education will be held in accordance with the following schedule which will be distributed to each Board Member and the Public; and

BE IT FURTHER RESOLVED that formal action may be taken at all Board Meetings which shall be held in the Library/Media Center in Memorial School at 201 Squaw Brook Road in North Haledon, NJ, shall begin at 7:00 p.m., and shall be open to the public in accordance with Open Public Meetings Act of the State of New Jersey.

February 8, 2017	Workshop Meeting
February 22, 2017	Regular Meeting
March 8, 2017	Workshop Meeting
March 22, 2017	Regular Meeting
April 12, 2017	Workshop Meeting
April 26, 2017	Regular Meeting
May 10, 2017	Workshop Meeting
May 24, 2017	Regular Meeting
June 14, 2017	Workshop Meeting
June 28, 2017	Regular Meeting
July 26, 2017	Regular Meeting
August 23, 2017	Regular Meeting
September 13, 2017	Workshop Meeting
September 27, 2017	Regular Meeting
October 18, 2017	Regular Meeting
November 29, 2017	Regular Meeting
December 20, 2017	Regular Meeting @ 6:30PM
January 3, 2018	Organizational Meeting

BE IT FURTHER RESOLVED, that the Notice of Public Meeting is adopted with the following procedures:

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Section 1 The annual notice for the Borough of North Haledon Board of Education Meetings will be published in the Hawthorne Press and sent to the Bergen Record and the Star Ledger and will be filed with the Municipal clerk of the Borough of North Haledon and the County Superintendent's Office

Section 2 The President of the Board will announce and have placed in the minutes of each meeting, a statement indicating that the notice requirement of the law has been satisfied stating the time, place and manner in which the required notice was provided.

Section 3 Only emergency meetings may be held, if required and as permitted by law, without complying with the notice requirements of the law.

Section 4 The Borough of North Haledon Board of Education will hold closed sessions only to discuss those matters which are specifically exempt from discussion in public in accordance with the law.

Section 5 Prior to retiring to closed session, the Board will adopt a resolution indicating the general nature of the subject to be discussed at the closed session and if and when that discussion can be disclosed to the public.

Section 6 Appropriate minutes will be kept of all meetings including the time and place for the meeting, members present, method of notice of the meeting and the subjects considered. Minutes once adopted by the Board of Education will be available for public inspection, except as to items which are specifically exempt for disclosure by law.

Section 7 A portion at all public meetings of the Board's public meetings shall be established for public comment.

Section 8 This resolution shall take effect immediately upon its adoption.

- The President requested that the board members contact the President with questions and he will communicate the request to the administration for response/information.
- The President noted that the Interim BA will be doing a presentation on office procedures at the Feb 8th workshop
- The President asked Board members to please check the district email daily. The Interim BA reminded the board members that they should not be responding "reply to all" to avoid potential violations of the Open Public Meeting Act.

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 contractual issues.
 - (b) To discuss litigation pertaining to NHBOE v. Manchester MUA. and to receive

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attorney advice.

(c) To discuss litigation pertaining to Arbitration in the matter of Increment Withholding

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: LaCognata

Second: DeNova

Time: 8:34 pm

Vote: 7 - 0

REOPEN PUBLIC MEETING at 9:02 pm - ROLL CALL

Present: Dr. Badami, Mrs. DeNova, Mrs. LaCognata, Mrs. Manning, Mr. Mannino, Mr. Ten
Kate, Mr. Griffo.

Absent: Mrs. Melone

OLD/NEW BUSINESS – continued

BE IT RESOLVED, the Board of Education hereby approves a settlement of the pending arbitration between the Board and the North Haledon Education Association in which the Association has grieved the increment withholdings of five employees who are members of the Association. Specifically, the Board authorizes the payment of a maximum dollar amount of Five Hundred (\$500.00) Dollars to each of the aforementioned five employees, which payment shall constitute salary from which all applicable taxes and health benefits premium contributions shall be deducted, subject to the execution of an agreement satisfactory in form and substance to the Board by each of the five employees and on behalf of the Association.

Motion: Ten Kate

Second: LaCognata

Vote: 7 - 0

ADJOURNMENT

On a motion by Mr. Ten Kate and seconded by Mrs. LaCognata, the Board, by unanimous voice vote adjourned the meeting at 9:05 pm.

Respectfully submitted,

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