

**BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON**

Minutes

Workshop Meeting

February 8, 2017

CALL TO ORDER

TIME: 7:00 PM

Location: Memorial School

FLAG SALUTE

ROLL CALL: Dr. Badami, Mrs. DeNova, Mrs. LaCognata, Mrs. Manning, Mr. Mannino, Mrs. Melone, Mr. Ten Kate, Mr. Griffo.

Others Present: Mr. Coffaro, Superintendent of Schools; Mr. Donow, Interim Business Administrator/Board Secretary.

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 on January 26, 2017 which has been designated as the Board's official newspaper, and mailed to The Record and The Star Ledger, alternate newspapers. Notice was also filed with the Borough Clerk and will be sent to those persons requesting that such notice be mailed to them.

Ms. Arlene Finkelstein made a presentation of a proposal to bring animal assisted therapy to the North Haledon Schools as a function of support for students with special needs/

Petitions of Citizens (*Public Portion*)

- Ms. Kurzynski questioned when the 7th grade language teacher would be returning and posed questions about various evening activities in the schools.
- Mr. Bleeker stated that he was concerned about things he had been hearing and is looking to attend meetings in the future.

FINANCE

(Ten Kate, DeNova, Mannino)

Committee Report/Discussion

- Presentation - Business Office Procedures
- 2017-18 Budget Overview/Update
- Committee to meet on March 1, 2017 for budget review prior to Introduction at March 8th BOE meeting
- Review of agenda item #4 - Point-Of-Service system
- Review of agenda item #5 - SEMI
- Review of agenda item #6 - Audit CAP Amendment **REQUIRES ACTION ON 2/8/2017**

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

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

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Reports; 4. Purchase of Point-Of-Service System for Food Service Program; 5. Approval of SEMI Waiver Request; 6. Approval of Amended Corrective Action Plan - Annual Audit.

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 \$xxx,xxx.xx for check # XXXX-XXXX be approved for payment, as follows:

General Fund (10, 11, 12)	\$	
Special Revenue Fund (20)	\$	
Debt Service Fund (40)	\$	
Cafeteria Fund	\$	(Cafeteria Check # xxxx)

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 January 2017.

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 January 31, 2017 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. Purchase of Point-Of-Service System for Food Service Program

BE IT RESOLVED, upon the recommendation of the Interim Business Administrator, that the Board approve the purchase of equipment and the licensing of software for a Point-Of Service system for the the district's Food Service Program to the lowest responsive quote to MealTime in the total amount of \$9,565.00.

5. Approval of SEMI Waiver Request

BE IT RESOLVED, upon the recommendation of the Superintendent and the Interim Business Administrator, that the Board acknowledge receipt of the NJDOE FY18 SEMI Revenue Projection, and approves the submission of the annual SEMI waiver from the Executive County Superintendent for for the 2017-18 school year.

ACTION ON ITEM #6:

Motion: Mrs. Manning
Second: Mrs. LaCognata
Vote: 8 – 0

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6. Approval of Specific Corrective Action Plan - Annual Audit

BE IT RESOLVED, upon the recommendation of the Superintendent and Interim Business Administrator, that the Board approve the attached "Specific Corrective Action Plan" for submission to the Executive County Superintendent of Schools as a part of the Mid-Year Budget Review process. The plan restates the action previously approved by the Board as part of the acceptance and CAP for the annual audit on November 16, 2016, acknowledges the repeat finding from the prior year.

TECHNOLOGY:

(LaCognata, Melone)

Committee Report/Discussion

- Meeting scheduled with PR Committee on 2/15 to discuss APP and get demo on Paperless Meeting software

PERSONNEL:

(Badami, LaCognata, Manning)

Committee Report/Discussion

- Discussion of Second Resolution - teacher arbitration (see enclosure)
- School Bus Aide- Coverage as needed
- Additional Instructional Aide hours
- Instructional Aide- status change from PT to FT
- Enrollment of child/children of non-resident staff member (two staff members)
- February Substitute List
- PT Evening Custodian status
- Maternity Leave- a request of change to original maternity leave plan.

The Personnel Committee recommends the following motions for approval by the Board at the regular meeting:

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: 1. Approval of Substitute List; 2. Approval of Retroactive Longevity Payment;

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 Retroactive Longevity Payment

BE IT RESOLVED, upon the recommendation of the Superintendent and as certified by the Interim Business Administrator, that the Board approve the retroactive longevity payment for the 2015-16 school year to Judith Russo based on step #1 of the longevity schedule and prorated in the amount of \$1100.00.

POLICY:

(Badami, DeNova)

Committee Report/Discussion

- Acting Board Secretary for 2/22/17 meeting - **REQUIRES ACTION ON 2/8/2017**
- First Reading- Policy Alert 210

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The Policy Committee recommends the following motions for approval by the Board at the regular meeting:

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: 1. Approval of Board Minutes; 2. Appointment of Acting Board Secretar

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.

January 04, 2017 - Organization Meeting

January 18, 2017 - Regular Meeting

January 18, 2017 - Executive Sessions 1 and 2

ACTION ON ITEM #2:

2. Appointment of Acting Board Secretary

BE IT RESOLVED that the Board approve the appointment of Katine Slunt as the Acting Board Secretary for the meeting scheduled for February 22, 2017, and further approves compensation at the rate of \$85.00 per hour for attendance at said meeting, not to exceed three (3) hours.

Motion: Mrs. DeNova

Second: Dr. Badami

Vote: 8 – 0

CURRICULUM: (Badami, LaCognata, Melone)

Committee Report/Discussion

- Services and Programming- Functional Behavioral Assessment (\$850 cost)
- Home Instruction for student
- Second Grade Field Trip
- Workshop- Professional Development (\$115- Helping the Struggling Learner- Special Educ)
- Workshop- Professional Development (\$245- Strengthening Writing Strategies- Grade 6)
- Consultant (using Title Money)- Design Curriculum Maps aligned to new NJ SLS
- 17-18 School Calendar
- Communication: 1. Homeless; 2. Requests (2) to remain in district; 3. NHEF Art Auction

The Curriculum Committee recommends the following motions for approval by the Board at the regular meeting :

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: 1. Approval of Travel, Conferences, Workshops and Related Expenses; 2. Approval of Agreement for Behavioral Consultation

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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 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. Carrie Rohlf- Special Education	Helping the Struggling Learner	Mahwah, NJ	\$115	None

2. Approval of Agreement for Behavioral Consultation

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board approve an agreement with the Bergen County Special Services School District for a Behavioral Consultation for a special needs student, as requested by the Child Study Team, in the amount of \$850.00.

FACILITIES & SERVICES:

(Ten Kate, Mannino, Melone)

Committee Report/Discussion

- Update on HVAC maintenance in Memorial School
- Memorial School HVAC controls - contract
- Lead in Water testing - status report; looking at a spring testing
- Jersey Lakeland Region- Vintage Chevrolet Club of America; May 26-28, 2017
- The Committee is scheduled to meet on Friday, 2/17 between 9-11AM to tour the facilities
- The President reported that the administration is looking into problems concerning the lack of supervision of children during Recreation's use of the schools.
- The President asked that the district begin to look at the potential for appropriate fees for use of facilities by non-school groups.

The Facilities & Services Committee recommends the following motions for approval by the Board at the regular meeting:

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion: 1. Approval of District Facilities Use;

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
NHPTO	3/6/2017	7:00-9:00pm	Memorial School	Change of location

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NHPTO	5/1/2017	7:00-9:00pm	HMS-All Purpose Rm	Change of date
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OLD/NEW BUSINESS

- **Superintendent's Report - additional items - none**

- **Business Administrator's Report -additional items - none**

- **Public Relations Committee Report (DeNova, Manning)**
See item under Technology Committee – committees will conduct a joint meeting on 2/15
- **Representative's Reports**
 - Recreation (**Manning**) – no update
 - Council/Planning Board (**LaCognata**) – no update
 - NJ/PC School Boards Assn. (**DeNova**) – no update
 - NRESC (**Coffaro**) – no update

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 to discuss litigation pertaining to MUA.
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 of Public Meeting:

Motion: Mrs. Manning
Second: Mrs. LaCognata
Time: 9:58 pm
Vote: 8 - 0

Respectfully submitted,

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