

BOARD OF EDUCATION
BOROUGH OF NORTH HALEDON

Memorial Elementary School: 201 Squaw Brook Road North Haledon, New Jersey

Minutes

Regular Meeting of the Board of the Education

Wednesday, May 10, 2017

Twelve members of the public were present. President Griffo called the meeting to order at 7:05 p.m. with the Flag Salute and Roll Call.

Roll Call Present: Dr. C. Badami, Mr. L. Colli, Ms. L. DeNova, Mr. A. Griffo, Ms. M. Manning, Ms. M. Melone, and Mr. P. Ten Kate.

Absent: Ms. H. LaCognata and Mr. J. Mannino.

Also present were the Superintendent of Schools, Mr. N. Coffaro and Board Secretary, Ms. K. Slunt.

Open Public Meeting Notice

President Griffo read the Open Public Meeting Notice, noted below:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies, at which any business affecting their interests is discussed or acted upon. In accordance with the Open Meetings Law, the public notice of this meeting, which included time, date and location, was posted at the North Haledon Municipal Building, Memorial and High Mountain Schools, e-mailed to the Hawthorne Press, the Board's official newspaper, and e-mailed to The Record and Star Ledger, alternative newspapers, on January 10, 2017. The Notice was also filed with the Borough Clerk, posted on the District's website and sent to those requesting that such a notice be mailed to them.

Superintendent's Report

Mr. Coffaro discussed the Superintendent's Report, highlighting the current enrollment, H.I.B. incidents and other events in the district.

Mr. Coffaro introduced Maree Padula who discussed the Sustainable Jersey Green Programs and the High Mountain School Garden. The district would like to achieve Bronze Status through the Sustainable Jersey Green Program. Ms. Melone questioned the school's ability to grow vegetables for the Cafeteria. Ms. Manning questioned the types of grants available. Ms. Padula responded. Mr. Ten Kate requested pricing on green products. Mr. John Maguire, Supervisor of Buildings & Grounds, responded. Mr. Coffaro introduced Michele Mazzola, Principal of High Mountain School, who updated the Board on curriculum, highlighting the revisions to the Language Arts curriculum that will be funded through the Title II grant; she also discussed the Holocaust Unit at the middle school. Ms. Melone questioned the timeframe for implementation of the Holocaust Unit. Mr. Griffo inquired about those students who do not want to participate in the activities related to this Holocaust Unit. Ms. Mazzola responded.

Mr. Coffaro congratulated Allison Cosgrave for achieving tenure for the 2017-2018 School Year.

Mr. Coffaro introduced Antronella Lind, the recommended Director of Special Services and Curriculum & Instruction. Ms. Lind spoke, explaining her background. Mr. Colli and Mr. Griffo questioned Ms. Lind. Ms. Colli questioned the hiring process. Mr. Coffaro responded.

Presentation on Long Range Facilities & Maintenance Plans

Ms. Slunt presented the Long-Range Facilities, Comprehensive Maintenance and Cleaning Plans, highlighting the purpose of the plans: to capture and prioritize the repairs, maintenance and renovations of the two district buildings. Ms. Colli questioned elements of the plans. Mr. Maguire responded.

Approval of Minutes: The Board reviewed the minutes, with one revision to include the tax impact of the 2017-2018 School Budget. Ms. Slunt noted the revision. The Board will place the revised minutes onto the voting agenda for May 24, 2017.

BE IT RESOLVED, that the Board of Education approves the minutes from the Regular and Executive Meetings held on April 26, 2017.

Correspondence

No correspondence was received.

Business Administrator's Report

Ms. Slunt discussed the review of the monthly financial reports with the Finance Committee and suggested that the financial reports and bills list be moved to each workshop session for the Board's review, instead of the voting meeting. The Board agreed.

Committee Reports

Committee	Members	Reports
Facilities	Mr. Ten Kate Mr. Mannino Ms. Melone	The Committee had no report.
Curriculum	Dr. Badami Ms. LaCognata Ms. Melone	The Committee had no report.
Finance	Mr. Ten Kate Ms. DeNova Mr. Mannino	The Committee had no report.
Personnel	Mr. Ten Kate Ms. LaCognata Ms. Manning	The Committee had no report.
Policy	Dr. Badami Mr. Colli Ms. DeNova	The Committee had no report.
Public Relations	Ms. DeNova Mr. Colli Ms. Manning	The Committee had no report.
Technology	Ms. LaCognata Mr. Colli Ms. Melone	The Committee had no report.
Negotiations	Dr. Badami Ms. Manning Mr. Mannino	The Committee had no report.

Representative's Reports

Committee	Members	Reports
Board of Recreation	Ms. Manning	The Representative had no report.
Borough Council	Ms. LaCognata	The Representative had no report.
Planning Board	Ms. LaCognata	The Representative had no report.
PCSBA/NJSBA	Ms. DeNova	The Representative had no report.
P.C..E.S.C.	Mr. Coffaro	The Representative had no report.

Petitions of Citizens

A motion was made by Ms. Manning and seconded by Ms. DeNova to open the floor to public comment on any items. The motion passed, all members present voting yes
 Michele Mazzola, 90 Church Street, discussed the Chromebook Day for the eighth graders to answer questions and provide training.

A motion was made by Ms. Manning and seconded by Ms. DeNova to close the floor to public comment on any items. The motion passed, all members present voting yes

Regular Meeting Agenda

Finance: The Board reviewed the below Finance Resolutions, adding the appropriate balances. The Board will place these revised resolutions onto the voting agenda for May 24, 2017.

WHEREAS, the Finance Committee has reviewed in committee and recommends the following motions for Board approval,

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: 1) District Claims; 2) Acceptance of Monthly Financial Reports; 3) Approval of Transfer of Funds; 4) Approval to Request Transfers in Excess of 10%; 5) Approval of Other Service Providers; 6) Acceptance of the 2017-2018 Safety Grant:

1: Approval of the District Claims

Resolve that upon the recommendation of the Business Administrator, the Board of Education approves the attached list of claims in the total amount of \$X,XXX,XXX.XX be approved for payment, as follows:

General Operating Fund	(Funds 11,12, & 13)	\$ XXX,XXX.XX	
Special Revenue Fund	(Fund 20)	\$ XX,XXX.XX	
Capital Projects Fund	(Fund 30)	\$ X.XX	
Debt Service Fund	(Fund 40)	\$ X.XX	
Enterprise Fund	(Fund 60)	\$ XX,XXX.XX	(Check # XXXX)

2: Acceptance of Monthly Financial Reports- April 30, 2017

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education accepts the Board Secretary's and Treasurer's Reports for the month ending April 30, 2017 and has determined that they are in agreement;

Furthermore, resolved that, the Board of Education acknowledges receipt of the Board Secretary's certification, as noted below:

Pursuant to N.J.A.C.6A-16.10(c)3 and 4, I certify that as of April 30, 2017, no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the North Haledon School District Board of Education, pursuant to N.J.A.C. 18A 22-8 and 18A 22-8.1



Katine M. Slunt, Business Administrator/ Board Secretary

Furthermore resolve that pursuant to N.J.A.C. 6A 23A-16.10(c), the Board of Education certify that as of April 30, 2017, after the review of the Board Secretary's monthly financial report, appropriation section, and upon consultation with appropriate district officials, and to the best of our knowledge no major account fund has been over-expended in violation of N.J.A.C. 6A 23A-16.10(b), that sufficient funds are available to meet the district's financial obligations for the remainder of the school year and that in accordance P.L.2004 Ch.73, budgetary transfers cumulatively in excess of 10% that require the approval of the Commissioner of Education are listed below.

3: Approval of Transfer of Funds- April 30, 2017

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education approves the transfer of funds in accordance with the attached list of adjustments for the month of April 30 2017. The Board also authorizes the Superintendent to make interim transfers and report them at the next Board Meeting.

4: Approval to Request Transfer in Excess of 10%

Whereas, the salary accounts should represent the function performed by the employee, and
 Whereas, the Business Administrator has 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;
 Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education approves said transfer in the amount of \$XX,XXX.XX and requests that the transfer be authorized and approved by the Executive County Superintendent; and,
 Furthermore, resolve that, the Board of Education directs the Business Administrator to submit the required paperwork to facilitate the approval process.

5: Approval of the Professional and Other Service Providers for the 2016-2017 Fiscal Year

Resolve that upon the recommendation of the Superintendent and pursuant to PL 2015, Chapter 47, the Board of Education approves of the following contracts, effective May 1, 2017. Furthermore, the Board of Education acknowledges that these contracts are, have been and will continue to be in full compliance with all state and federal statutes and regulations, in particular New Jersey Title 18A:18. et. seq., NJAC 23 and the Federal Uniform Administrative Requirements 2CFR, Part 200.

Service Provider	Service Rendered	Previous Contracted	Estimated Cost
New Contract:			
Staff Development Workshops	Staff Development (Title II)	\$ 0.00	\$ 5,100.00

6: Acceptance of the Safety Grant for the 2017-2018 Fiscal Year

Resolve that upon the recommendation of the Business Administrator, the Board of Education accepts the 2017-2018 Safety Grant in the amount of \$ XX,XXX.XX from the New jersey School Boards Insurance Group for the improvement of the district security systems.

Ms. Melone discussed the professional service providers for staff training. Ms. Slunt responded. Ms. DeNova questioned the use of the Title II funds. Ms. Mazzola responded. Mr. Colli Questioned the use of the Safety grant. Ms. Slunt responded.

Technology:

No Technology Actions Required.

Personnel: The Board reviewed the below Personnel Resolutions, without any revisions. The Board will place these resolutions onto the voting agenda for May 24, 2017.

WHEREAS, the Personnel Committee has reviewed in committee and recommends the following motions for Board approval,

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: 1) Approval of Substitutes; 2) Approval of Salary Adjustments; 3) Acceptance of Resignation; 4) Acceptance of Extension of Leave; 5) Elimination of Position; 6) Acceptance of Revised Leave of Absence; 7) Appointment of Staff; 8) Approval of Job Description; 9) Approval of the Educational Intern; 10) Approval of Stipends, as noted below:

1: Approval of the following as Substitutes for the 2016-2017 School Year

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the attached list of additional substitute teachers for the 2016-2017 School Year, as certified by the Northern Regional Educational Services Commission, the District's substitute coordinators.

2: Approval of Salary Adjustments for the 2017-2018 School Year

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the following staff members for salary adjustments, for the 2017-2018 School Year (These adjustments relate to longevity changes for years serviced, in accordance with the collective bargaining agreement).

		<u>From</u>	<u>To</u>
Sharon Cubbiciotti	20 years of service	\$ 90,519.00	\$ 91,519.00
Roseanne Taormina	20 years of service	\$ 86,769.00	\$ 87,769.00

3: Acceptance of the Resignation of Staff for the 2017-2018 School Year

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the resignation of Dana Tinari as an Elementary Teacher, effective June 30, 2017.

4: Acceptance of the Extension of a Leave of Absence for the 2017-2018 School Year

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the extension of a leave of absence, without pay, for Danielle Ajaimy, effective June 30, 2017 for the 2017-2018 School Year.

5: Acceptance of the Elimination of a Position

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the elimination of the Supervisor of Special Education/L.D.T.C., effective June 30, 2017.

6: Acceptance of Revised Leave of Absence

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the revised Leave of Absence for Jennifer Cleri, whose leave was originally approved at the January 18, 2017 Regular Meeting, as noted below:

Jennifer Cleri	Leave of Absence with pay:	February 22, 2017 through May 3, 2017
	Leave of Absence without pay:	May 4, 2017 through June 22, 2017.

7: Appointment of the Administrative and Teaching Staff for the 2017-2018 School Year

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of Antonella Lind as the Director of Curriculum, Instruction, Assessment and Student Services at an annual salary of \$85,000.00, beginning July 1, 2017 for the 2017-2018 School Year.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of Jennifer Stessel as an Elementary Teacher at an annual salary of \$51,669, Step 3-4/Guide BA, beginning September 1, 2017 for the 2017-2018 School Year.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of Keri Kennedy as an Elementary Teacher at an annual salary of \$62,019, Step 9/Guide MA, beginning September 1, 2017 for the 2017-2018 School Year.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of Robin May as Maternity Leave Replacement Teacher (Middle School- Math) at an annual salary of \$51,269.00, Step 1/ Guide BA, beginning September 1, 2017 for the 2017-2018 School Year.

8: Approval of Job Description: Clerical

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the job description for the clerical position of Confidential Assistant for Human Resources, as per attached.

9: Approval of Educational Intern for the 2017-2018 School Year

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of Rachel Ishak as an Educational Intern at the annual salary of \$0.00 beginning September 1, 2017 and ending June 30, 2018.

10: Approval of the Stipends for the 2016-2017 School Year

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the following as Chaperones for the Middle School Overnight Trip, as noted below:

John Abdelmalak	\$200.00 per night for overnight trip
Alexandra Madura	\$200.00 per night for overnight trip
Joshua Schneider	\$200.00 per night for overnight trip
Kimberly Tanis	\$200.00 per night for overnight trip
Jessica Valdivia	\$200.00 per night for overnight trip
Kristen Walz-Klein	\$200.00 per night for overnight trip

Mr. Colli questioned the timing of the employment postings on the website. Mr. Colli questioned the experience of the applicant selected for the Director position. Finally, Mr. Colli questioned the placement of the staff on the guide for those listed. Mr. Coffaro responded to all questions.

Ms. Melone inquired about the responsibilities of the new Director position. Ms. Melone also questioned the role of the educational intern. Mr. Coffaro responded..

Policy: The Board reviewed the below Policy Resolutions, without any revisions. The Board will place these resolutions onto the voting agenda for May 24, 2017.

WHEREAS, the Policy Committee has reviewed in committee and recommends the following motions for Board approval, BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: 1) Approval of Policies for Second Reading, as noted below:

1: Approval of the Following Policies for Second Reading

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 0000.02: Introduction.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 2415.06: Unsafe School Choice Options.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 2460: Special Education.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Resolution # 2460: Special Education.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 2460.1: Special Education- Location, Identification and Referral.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 2460.8: Special Education- Free and Appropriate Public Education.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 2460.9: Special Education- Transition from Early Intervention Programs to PreSchool Programs.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 2460.15: Special Education- In-Service Training Needs for Professional and Paraprofessional Staff.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 2460.16: Special Education- Instructional Material to Blind or Print-Disabled Students.

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 2464: Gifted and Talented Students.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 2467: Surrogate Parents and Foster Parents.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 2622: Student Assessment.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 3160: Physical Examination.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 3160: Physical Examination.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 4160: Physical Examination.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 4160: Physical Examination.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 5116: Education of Homeless Children.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Regulation # 5116: Education of Homeless Children.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 7446: School Security Program.
 Resolve that upon the recommendation of the Superintendent, the Board of Education approves the Second Reading of Policy # 8350: Records Retention.

The Policy Committee will meet before the next meeting to review these policies. Ms. Melone questioned the processes listed in the Special Education policies. Mr. Coffaro responded.

Curriculum: The Board reviewed the below Curriculum Resolution, without any revisions. The Board will place this resolution onto the voting agenda for May 24, 2017.

WHEREAS, the Curriculum Committee has reviewed in committee and recommends the following motions for Board approval,

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: 1) Approval of Field Trips, as noted below:

1: Approval of Field Trips

Resolve that upon the recommendation of the Superintendent, that the Board of Education approves the following field trips, as noted below:

Date	Grade	Location	Fee
May 3, 2017	Grade 7	Medieval Times Lyndhurst, New Jersey	No Cost

Ms. Melone discussed the food restrictions facing some students on the Medieval Times field trip.

Facilities & Services: The Board reviewed the below Facilities & Services Resolutions, without any revisions. The Board will place these resolutions onto the voting agenda for May 24, 2017.

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion: 1) Approval of District Facilities Use; 2) Approval of the Facilities Plans, as seen below:

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 Band & Chorus	June 1, 2017	3:00 to 6:30	High Mountain- Multi-Purpose Room	Practice for Perf.
Girl Scout Troop 95934	June 16, 2017	4:30 to 6:30	High Mountain- Multi-Purpose Room	Ceremony

2. Approval of Long-Range Facilities, Comprehensive Maintenance and Cleaning Plans

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves five-year Long-Range Facilities Plan, five-year Comprehensive Maintenance Plan and five-year Cleaning Plan, as per attached.

No additional discussion occurred.

Petitions of Citizens

No additional public comments were made.

Old Business

No Old Business was discussed.

New Business

Electronic Board Packets: Mr. Coffaro discussed the conversion of the paper Board packets to electronic packets. The Board agreed.

Second Board Attorney: Mr. Coffaro discussed the need for a second attorney. President Griffo discussed the use of multiple attorneys by Boards of Education. Ms. Melone suggested the use of attorneys from New Jersey School Boards Association. Ms. Manning and Ms. DeNova questioned the reasons for the additional attorney.

Executive Session

WHEREAS C231, P.L. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in executive 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 an executive or private session;

THEREFORE, BE IT RESOLVED BY THE NORTH HALEDON BOARD OF EDUCATION that:

1. The Board has determined that it is necessary to meet in Executive Session on May 10, 2017 at 8:35 p.m. to discuss: personnel matters related to employment, unless the individuals involved have requested in writing that the matter be discussed in public.
2. The Board will make public the matter(s) discussed if and when confidentiality is no longer required.
3. The Board will take action pursuant to said discussion at a public meeting.

Motion: Ms. Manning

Second: Ms. DeNova

Vote 9-0

The motion passed.

President Griffo reconvenes the meeting at 9:05 p.m.

Adjournment

A motion was made by Ms. DeNova seconded by Mr. Ten Kate to adjourn the meeting. The motion passed, all voting in favor of the motion. The meeting adjourned at 9:05 p.m.

Respectfully Submitted,



Katine Slunt
Board Secretary

