

**BOARD OF EDUCATION  
BOROUGH OF NORTH HALEDON**

*Minutes – Regular Meeting*

*January 28, 2015*

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**CALL TO ORDER**

**TIME: 6:30pm**

**Location: Memorial School**

**Flag Salute**

**Roll Call**

Mrs. DeNova, Mr. Gorga, Mrs. Lampe, Mrs. Koblick (arrived 7:25PM),  
Mrs. Melone, Mr. Valenti (arrived 7:25PM), Mr. Jordan, Mrs. Antropow

**Absent**

Mrs. Contegiacomo

**Others Present:**

Mr. Coffaro, Superintendent, Mrs. Viola Lordi, Esq., Mrs. Mioli, BA/BS

**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, January 13, 2015, which has been designated as the Board's official newspaper and to 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.

**PRIVATE SESSION:**

**WHEREAS**, Chapter 231, P.L. 1975, also known as the Open Public Meetings Act, authorized 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,

**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 Executive Session for the purpose receiving legal advice on a student matter and conducting a residency hearing.
2. The matter discussed will be made public when confidentiality is no longer required.
3. Action may be taken

**PRIVATE SESSION**

Motion: Mrs. Lampe  
Time: 6:31PM

Second: Mr. Gorga  
Vote: 6-0

**Re-open Public Meeting**

Motion: Mrs. Lampe  
Time: 7:50PM

Second: Mrs. Koblick  
Vote: 8-0

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**Audit Presentation:**

Mr. Dieter Lerch, Lerch, Vinci, Higgins, LLP - Certified Public Accounts presented the annual audit for the fiscal year ending June 30, 2014.

At June 30<sup>th</sup> the books closed with the fixed assets \$26 million dollars, current assets \$816,000.

The districts surplus is \$359,000 with an additional excess surplus is \$44,000. The excess surplus is required to be budgeted for tax relief.

The district also has a capital reserve of \$50,000 and a maintenance reserve of \$75,000.

Mr. Lerch also reported on the debt service and explained the allowable use of the available funds and the time line in which this needs to be done. The funds would need to be spent within 6 years of completion of the project. The only way to spend the money is present a question to the voters for an alternate use.

Mr. Lerch reported on the management report. Most issues reflected in the report were due to the transition in the business office. Most are being addressed. Mrs. Lampe expressed concern and will take up with the business administrator. Mr. Lerch offered a return visit.

Lastly, Mr. Lerch reported on the savings the district incurred by refinancing the bonds in 2014.

**Superintendent's Report:**

Mr. Coffaro reported on the district's enrollment.

HMS:

Gr 8 -68  
Gr 7 -66  
Gr 6 -88  
Gr 5 -74  
Total 290

MS:

Gr 4 -87  
Gr 3 -71  
Gr 2 -89  
Gr 1 -82  
Gr K -72  
Total 413

HIB Report for the month of January:

2 cases: 1 substantiated, 1 unsubstantiated

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Mr. Coffaro stated:

Beginning with the September 2011-2012 school year, our school district has conscientiously implemented the requirements found in the Anti-Bullying Bill of Rights Act.

During the first three years of implementation of the Anti-Bullying Bill of Rights Act, our school district has made progress in addressing and improving harassment, intimidation and bullying and the school climate and culture by increasing character education, instituting training for staff members and implementing school wide programs such as Respect Week, Caught Doing the Right Thing and Memorial School's Bucket Fillers Initiative. Mr. Miller presented in detail at the September Board Meeting prior to submitting grades to the Department of Education. The approved grades are now posted on the district website under the heading "Anti-Bullying Bill of Rights Act District and School Grade Report

Mr. Coffaro also reported on the Superintendents forum, Professional Development Academy, full day Professional Development, QSAC waiver, district goals, merit goals.

Mr. Giancaspro, Principal of Memorial School and Mrs. Tait, Principal of High Mountain School reported on the monthly events at their respective schools.

***Business Administrator's Report:***

**Finance**

Investment report as of September 2014

Total Governmental Funds \$ 1,211,584.26

**Communications**

**Committee Reports -** None

**Facilities -:** Mr. Gorga thanked the borough for taking care of the parking lots during the snow.

**Curriculum:** Mrs. Melone reported on the January 14, 2015 meeting. The committee discussed Learning Farm, Algebra, Science Frame work, revisions to the science curriculum, a possible future STEAM lab, formative assessments, alternative assessments to be used in place of midterms and finals, projects assessment.

**Finance:** Mr. Jordan – No Report

**Personnel:** Mrs. Lampe – No Report

**Policy:** Mr. Valenti reported that the committee met January 20, 2015 committee discussed the Wellness Policy and Student Discipline/Code of Conduct Policy. The Homework policy was discussed and is not yet ready for board approval. Facility Use policy and dress code will be reviewed in the future. School Boards will be contacted regarding a wellness check.

**Public Relations:** Mrs. Lampe – No Report

**Technology:** Mr. Jordan – No Report

**Negotiations:** Mr. Jordan reported that the committee is setting up meeting dates.

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**Representative's Reports**

**Board of Recreation:** Mr. Gorga – No report

**Borough Council:** Mrs. Lampe– No report

**Planning Board:** Mr. Gorga– No report

**PCSBA/NJSBA:** Mrs. Melone– No report

**P.C. Educational Service Commission:** Mr. Coffaro– No report

**Accept Reports**

**BE IT RESOLVED**, the Superintendent's, Business Administrator's, Committee and Representatives reports be accepted.

Motion: Mrs. Lampe

Second: Mr. Jordan

Vote: 8-0

**Petition of Citizens**

Mrs. Amy Spalt addressed the board in the past regarding why her daughter did not get accepted into the Gifted and Talented Program as a third grader. The parent is questioning the board as to what is being done to make changes to the program to allow her daughter and other into the program. Mrs. Spalt is looking for feedback from the board. Mr. Coffaro stated that the policy has been discussed and it will stay as is at this point.

Mrs. Spalt also questioned a letter that was sent home to the third grade parents stating that students would be learning the multiplication facts at home. She felt that was not enough information sent home.

She also questioned if the needs of all children are being met and are they being challenged.

Discussion followed regarding the different criteria of the G & T program.

**New Business**

**Finance:**

**The Finance Committee recommends the following motions for approval by the Board:**

Motion: Mr. Jordan

Second: Mr. Gorga

Vote: 8-0, Mrs. Melone abstained from approving Check #5962 to Manchester

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves motions 1) Approval of January 2015 District Claims 2) Approval of the January 2015 payroll 3) Approval of Budget Transfers 4) Approval and acceptance of the 2013-2014 Comprehensive Annual Financial Report 5) Approval of the 2013-2014

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**Corrective Action Plan 6) Approval of the submission of the Certification of Implementation of Corrective Action Plan 7) Wire Transfer Authorization 8) Establish Petty Cash 9) SEMI (Special Education Medicaid Initiative) Waiver 10) Amendment to the NCLB Entitlement 2014-2015 and re-submission of the application**

**1) Approval of January 2015 District Claims**

**BE IT RESOLVED**, that the attached list of claims in the amount of \$966,510.75 be approved for payment immediately or as funds of this Board become available. This list includes the following payments per fund \$926,882.59 General Fund, \$22,489.05 Special Revenue Fund \$17,139.11, Cafeteria Fund.

**2) Approval of the January 2015 payroll**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves the January 2015 payroll in the amount of \$634,548.59 having been duly audited by the business administrator and previously paid.

**3) Approval of Budget Transfers**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves the attached list of December 2014 budget transfers in the amount of \$3,251.00 and authorizes the superintendent and business administrator/board secretary to make additional transfers that would be ratified at the next Board meeting as necessary to comply with State requirements in accordance with Policy 6422.

**4) Approval and acceptance of the 2013-2014 Comprehensive Annual Financial Report**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves and accepts the 2014-2014 Comprehensive Annual Financial Report (Audit) prepared by Lerch, Vinci & Higgins, LLP, as presented.

**5) Approval of the submission of the Corrective Action Plan for the 2013-2014 Comprehensive Annual Financial Report**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board of Education hereby approves the submission of the Corrective Action Plan for the 2013-2014 Comprehensive Annual Financial Report

**6) Approval of the submission of the Certification of Implementation of Corrective Action Plan**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board of Education hereby approves the submission of the Certification of the Corrective Action Plan 2013- 2014 Comprehensive Annual Financial Report as attached.

**7) Wire Transfer Authorization**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, that the following officers of this Board of Education are hereby authorized to enter into a funds transfer agreement with Lakeland Bank for the transfer of funds by wire, from accounts of this Board at the Lakeland Bank to any other account of this Board with the Lakeland

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Bank or into any other account of this Board at another bank, Audrey Mioli, Business Administrator/Board Secretary.

**8) Establish Petty Cash**

**AND BE IT FURTHER RESOLVED** that the Board Secretary be authorized to establish the following petty cash fund accounts for the period from July 1<sup>st</sup> through June 30<sup>th</sup> during the 2015-2016 school year in accordance with N.J.S.A. 18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-210 and North Haledon Board of Education Policy #6620.

Board Office	\$200
High Mountain School	\$200
Memorial School	\$200

**AND BE IT FURTHER RESOLVED** to establish a maximum single Petty Cash expenditure amount of \$50.00 not to be exceeded without prior approval of the Board Secretary.

**9) SEMI (Special Education Medicaid Initiative) Waiver**

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2015-2016 school year; and the

North Haledon Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 (29) Medicaid eligible classified students for the 2015-2016 school year,

**NOW THEREFORE BE IT RESOLVED**, that the North Haledon Board of Education hereby authorizes the Interim Superintendent to submit to the Executive County Superintendent of Schools in the County of Passaic an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2015-2016 school year.

**10) Amendment to the NCLB Entitlement 2014-2015 and re-submission of the application**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves the revision of the June 24, 2014 Finance Resolution #7 submission of the NCLB application and acceptance of the NCLB FY 2015 (2014-2015) entitlement funds in the total amount of \$63,868 as indicated:

**Original Allocation of Funds:**

Title I North Haledon		\$46,306
100-100 - Salary	\$ 36,000	
100-600 – Supplies	\$ 946	
200-200 - Benefits:	\$ 9,360	

Title IIA-North Haledon	\$ 13,084
Title IIA – Mary Help of Christians	\$ 4,478

**Revised Allocation of Funds:**

Title I North Haledon	\$95,583
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100-100 - Salary	\$ 75,000
100-600 – Supplies	\$ 1,083
200-200 - Benefits:	\$ 19,500

Title IIA-North Haledon	\$ 20,932
Title IIA – Mary Help of Christians	\$ 7,265

Be it further resolved the revised application reflects a carry-over amount of \$49,277 in Title IA and \$10,535 in Title IIA

**Personnel:**

**The Personnel Committee recommends the following motions for approval by the Board.**

Motion: Mrs. Lampe

Second: Mr. Jordan

Mrs. Koblick questioned why we were rescinding the William Paterson Student Teachers. Mr. Giancaspro responded.

Vote: 8-0

**BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: 1)Approval of Substitute Teachers 2)Field Observation/Teacher Assistant – Ms. Sarah Butera 3) Student Teacher – Ms. Amani Kattaya 4) Rescind the Student Teaching Assignment of Ms. Elena Ale 5) Rescind the Student Teaching Assignment of Ms. Gina Giampa 6)Student Teacher – Ms. Kelsey Baicker 7) Supervisors Contract – Michele Mazolla**

**1) Approval of Substitute Teachers**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves the following substitute teachers (as attached) effective January 28, 2015 through June 30, 2015 at the approved daily rate of pay per day.

**2)Field Observation/Teacher Assistant – Ms. Sarah Butera**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves Ms. Sarah Butera, Caldwell College student, to be placed with various teachers, schedule attached, in the Memorial School, January 26, 2015 to May 1, 2015.

**3) Student Teacher – Ms. Amani Kattaya**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves Ms. Amani Kattaya, a William Paterson University student, as a student teacher beginning Monday, February 2, 2015 and ending the week of Monday, April 27, 2015.

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**4) Rescind the Student Teaching Assignment of Ms. Elena Ale**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby rescind the assignment of student teacher Ms. Elena Ale, William Paterson University student, as originally approved November 19, 2014.

**5) Rescind the Student Teaching Assignment of Ms. Gina Giampa**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby rescind the assignment of student teacher Ms. Gina Giampa, William Paterson University student, as originally approved November 19, 2014.

**6) Student Teacher – Ms. Kelsey Baicker**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves Ms. Kelsey Baicker, a William Paterson University student, as a student teacher beginning Tuesday, January 13, 2015 and ending Thursday April 30, 2015.

**7) Supervisors Contract – Michele Mazolla**

**Be it resolved** that the Board of Education hereby approves the previously submitted Employment Contract between the Board of Education and Michele Mazzola, Supervisor of Academic Affairs – Student and Personnel Services, for a term commencing, retroactively, on December 1, 2014 and expiring on June 30, 2015. The Board President and the Business Administrator/Board Secretary as the attesting witness are hereby authorized to execute the aforementioned Employment Contract on the Board's behalf.

**Policy**

**The Policy Committee recommends the following motions for approval by the Board.**

Motion:

Second:

Vote:

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves motions

**1) Minutes 2) First Reading of Policy**

**1). Minutes**

**BE IT RESOLVED:** The minutes listed below approved as per copies distributed to each Board Member:

Regular Meeting – December 17, 2017

Private Session – December 17, 2014

Reorganization Meeting - January 7, 2015



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**2) First Reading of Policy**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves the first reading of:

P & R 5600 Student Discipline/Code of Conduct

P 8505 Wellness Policy/Nutrient Standards for Meals and Other Foods

**Curriculum:**

**The Curriculum Committee recommends the following motions for approval by the Board**

Motion: Mr. Valenti

Second: Mrs. Melone

Vote: 8-0

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board hereby approves motions: 1) **Affirmation of the December 2014 Harassment Intimidation and Bullying Report** 2) **Approval of Travel Expenses** 3) **Approval of District Goals and Objectives and Board Goals** 4) **Field Trips** 5) **Accept the NJDOE School Self - Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report Card**

**1) Affirmation of the December 2014 Harassment Intimidation and Bullying Report**

**BE IT RESOLVED** that the Board of Education hereby: affirms the decision of the Superintendent of Schools regarding the Harassment, Intimidation & Bullying (“HIB”) report and affirms the report of the Unsubstantiated Harassment, Intimidation & Bullying (“HIB”).

**2) Travel and Related Expenses**

Approve reimbursement and expenses, previously approved by the Superintendent for the following staff training, workshops, conventions, conferences and/or seminars as they are directly related to and within the scope of participant’s duties and are critical to the instructional needs of the district and/or further the efficient operation of the district. The travel and expenses are within state travel guidelines established by the Department of Treasury and are justified:

Date	Participant	Workshop	Location	Fee*	Lodging & M&IE*
March 3, 2015	Erica Zisa	Successfully Flip your SS/History Instr	Newark, NJ	229.00	OMB Rate
Jan 27-28, 2015	Sean Bowe	School Law Boot Camp	Monroe Twsp, NJ	300.00	OMB Rate
Jan 30, 2015	Michele Mazzola	PARCC NJ State Admin Training	Saddlebrook, NJ	\$0	OMB Rate
Feb 10, 2015	Roseanne Morgantini & Margaret Peschel	Close Reading Strategies	Fairfield NJ	\$235	OMB Rate

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February 9, 2015	Melissa Tait	Section 504 of the Rehab Law	Monroe Twsp, NJ	150.00	OMB Rate
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**3) Approval of District Goals and Objectives and Board Goals:**

**BE IT RESOLVED:** the Board hereby approves the District Goals and Objectives for the 2014-2015 school year:

**District Goal #1**

Prepare students to be college and career ready through the learning and attainment of the New Jersey Core Curriculum Content Standards (NJCCCS), which would include CCSS (Math and Language Arts, and our new Science Framework – NGSS). QUALITATIVE

**District Goal #2**

Assess curriculum, program effectiveness and student growth in all areas of content and at all grade levels through the implementation of systematic benchmarks and common assessments (QUANTITATIVE).

**District Goal #3**

Develop, implement, and monitor a quality educational program through the integration of technology within content area, as well as including curriculum, instruction, assessment, professionalism, and professional development in order to meet needs of each student and foster student growth (QUANTITATIVE).

**Board Goal #1**

Review, update and maintain Policy manual.

**Board Goal #2**

Improve communication between committees.

**Board Goal #3**

Team building through a board retreat.

**4) Field Trips**

**BE IT RESOLVED:** the Board hereby approves following field trips:

Rocking Horse Ranch

**5) Accept the NJDOE School Self -Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report Card**

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BE IT RESOLVED: the Board hereby accepts the NJDOE School Self -Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report Card

**Facilities & Services: -**

**The Facilities & Services Committee recommends the following motions for approval by the Board.**

Motion: Mr. Gorga

Second: Mrs. Lampe

Mr. Gorga explained that the board was considering a facilities use fee and will seek attorney advice. The resolutions were split in such a way that the board can vote separately on the use fee and the actual facility use.

Vote: 8-0

BE IT RESOLVED, upon the recommendation of the Interim Superintendent, the Board hereby approves motions: **1) Use of District Facilities 2) Donation**

**1) Use of District Facilities**

**BE IT RESOLVED:** the Board hereby approves the following use of district facilities subject to non-conflicting events:

<b>Organization</b>	<b>Dates</b>	<b>Purpose/Event</b>	<b>Time</b>	<b>School/Rm(s)</b>
Jersey Lakeland Region of the Vintage Chevrolet Club of America	Friday May 22 to Sunday May 24, 2015	Antique Car Show	Noon 5/22 through 6PM 5/24, 2015	HMS Field and Parking Lot
Boys and Girls Club of Hawthorne	2/13, 3/20, 4/17, 5/1, 5/15, 2015	Friday Fun Night	7pm to 9pm	HMS – Gym
Boys and Girls Club of Hawthorne	2/27, 3/27, 4/24, 5/8, 5/22, 2015	Friday Fun Night	6:30pm to 8:30pm	MS- Auditorium
High Mountain Community Theater	4/11,12,18,19, 2015	Community Theater Presentation	1pm to 8pm	HMS- Auditorium/Gym and room next to stage

**2) Accept Donation – Book Racks**

**BE IT RESOLVED** upon the recommendation of the Superintendent, the Board hereby accepts the donation of 3 book racks for the Memorial and High Mountain Schools from the **The Fusaro Family**.

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**ADJORN TO EXECUTIVE OR PRIVATE SESSION:**

AS, Chapter 231, P.L. 1975, also known as the Open Public Meetings Act, authorized 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,

**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 Executive Session prior to adjournment of this meeting for the purpose of receiving attorney advice with regards to personnel.
2. The matter discussed will be made public when confidentiality is no longer required.
3. Action will be taken.

**PRIVATE SESSION**

Motion: Mrs. Lampe  
Time: 8:59PM

Second: Mr. Gorga  
Vote: 8-0

**Re-open Public Meeting**

Motion: Mrs. Lampe  
Time: 10:05PM

Second: Mrs. Koblick  
Vote: 8-0

**Unfinished Business-**

Mrs. Antropow reminded all of the upcoming Casino Night.

**ADJOURNMENT**

Motion: Mr. Jordan  
Time: 10:15PM

Second: Mrs. Koblick  
Vote: 8-0

Respectfully Submitted,

Audrey Mioli, RSBA  
Board Secretary