

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey**

**ACTION/WORK SESSION MINUTES
September 12, 2016
District Conference Room**

Roll Call – Executive Session

Upon roll call at 7:07 P.M., the Board members responded as follows: Mmes. Becker, Castor, Kilday (ABSENT), Quinlan, and Sciancalepore. Messrs. Becker, Bunting (ABSENT), Butto, and Porro (ABSENT). Mrs. Beverly MacKay, Superintendent of Schools; Mr. Frank C. Ceurvels, Business Administrator / Board Secretary; and Mr. Peter Keaney, District Coordinator of Facilities & Operations; were also present.

The meeting was called to order by the Board vice president at 7:07 P.M. Mr. Becker announced that adequate notice of the meeting has been posted and published as required by law.

A motion was made by Mrs. Quinlan and seconded by Mrs. Castor and unanimously carried to move into Closed Executive Session for the purpose of discussing personnel and negotiations. Information from the Closed Executive Session will be made public at the discretion of the Board, as per Board Bylaw 0166, Executive Sessions, or as otherwise authorized by law. The Closed Executive Session was adjourned at 8 P.M.

Roll Call – Action/Work Session

Upon roll call at 8 P.M. Board members responded as follows: Mmes. Becker, Castor, Kilday (ABSENT), Quinlan, and Sciancalepore. Messrs. Becker, Bunting (ABSENT), Butto, and Porro (ABSENT). Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank Ceurvels, Business Administrator / Board Secretary were also present.

The meeting was called to order by the Board vice president at 8:05 P.M. Mr. Becker announced that adequate notice of the meeting has been posted and published as required by law. He read a public statement advising the public to be aware that employees of the Ramapo Indian Hills Regional High School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. Mr. Becker further stated that the Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

BOARD VICE PRESIDENT’S REPORT

Mr. Becker welcomed everyone to the Board Meeting.

Mr. Becker invited Mr. Finan, IHHS, Student Board Representative, to present his report as follows: 1) the IHHS student body hung flags outside of the high school to honor the September 11 victims; 2) the Student Council has scheduled a Trunk or Treat on October 29; 3) the Super Fan Shirt Design competition is scheduled during September; and 4) the Pep Committee will be meeting soon.

SUPERINTENDENT’S REPORT

Mrs. MacKay reported on District activities as follows: 1) Student enrollment at IHHS is 1,139 and student enrollment at RHS is 1,139; 2) both IHHS and RHS held September 11 ceremonies to honor the September 11 victims; 3) the IHHS Back-to-School Night is scheduled on Thursday, September 15; 4) the RHS Back-to-School Night was held on September 8 and was very successful.

Mrs. MacKay presented the District’s 2015-16 School Year Vandalism & Violence/HIB Report for Period 2 – January – June 2015. She also discussed the Vandalism & Violence/HIB Report for prior years.

BUSINESS ADMINISTRATOR’S REPORT

Mr. Ceurvels reported on District capital projects/initiatives as follows: 1) a Finance Committee Meeting is scheduled on September 16; 2) Resolution F1 is the transportation agreement between the District and Manchester Regional; 3) the test results for the lead testing are favorable and the remediation work is complete;

however, additional testing will be scheduled to be in compliance with new State regulations; 4) the TV Studio at RHS tested positive for mold; testing was conducted by an environmental consultant and results indicate a high level of mold in the TV Studio. The TV Studio will be offline for approximately one month.

Mr. Ceurvells will continue to update the Board members as to the status of these capital projects/initiatives.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

A. Moved by QUINLAN Seconded BUTTO to open the meeting to public discussion.

A member of the public wished the Board of Education and District administrators a successful 2016-17 School Year.

Ms. Joanne Braun, President, RIHEA, thanked District administrators for the revised job descriptions and the recommendations for the changes in assignment for District administrative assistants.

B. Moved by QUINLAN Seconded CASTOR to close public discussion of agenda items and to re-enter the Action/Work Session.

ACTION ITEMS - ✓ = Yes

The following motions were approved by roll call: P1 – F1

Moved by: BUTTO Seconded: BECKER

PERSONNEL

P1. That as recommended by the Superintendent of Schools, the following persons be appointed to fill the positions for the length of time and with the compensation noted, subject to all federal, state, county, and local regulations, governing said employment; and further that the president and secretary, as proper officers of the Board of Education, be authorized and directed to issue the proper contracts for the 2016-17 School Year; and move to approve applicants' attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq.*, *N.J.S.A. 18A:39-17 et seq.*, or *N.J.S.A. 18A:6-4.13 et seq.*, as applicable. Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2016-17 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision. Further move to approve the assignment of the appropriate Unique Position Code as required by State Statute.

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Basis of Employment</u>	<u>Employment Date</u>	<u>Annual Salary</u>
Andrea Saladino	Guidance/ RHS	MA+30, Step 15	10 months	9/01/16 - 6/30/17	\$76,490
Madeline Dalie	Out-of-District, One-to-One Instructional Aide	Step 1	10 months	9/13/16 - 12/23/16	\$125.27/ diem

Replacement for Laura Lennox-Cavanaugh

P2. To approve the change in assignment for Janeine Braunius, RHS, from .5 Math, BA+15, Step 4, \$25,846, to IHHS, full-time Math, BA+15, Step 4, \$51,692, effective for the period October 25, 2016 - June 30, 2017. Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2016-17 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision.

P3. To approve the resolution as follows:

WHEREAS, on or about September 7, 2016, an employee of the Ramapo Indian Hills Regional High School District Board of Education (hereinafter referred to as the "Board"), whose name is on file with the Superintendent's Office, was notified by the Superintendent of Schools that said employee was to be suspended with pay pursuant to N.J.S.A. 18A:25-6.

NOW, THEREFORE, BE IT RESOLVED, that the Board shall continue the suspension of the employee with pay pending a further investigation by the Superintendent of Schools, and thereafter, a determination by the Board as to what further action, if any, shall be taken.

P4. To approve the revised District job descriptions as follows:

Custodian/Maintenance

Custodian/Grounds

Custodian/Bus Driver

P5. To approve the new District job descriptions as follows:

Administrative Assistant to the Principal, Grade IV

Administrative Assistant to the District Director of Student Personnel Services, Grade IV

Administrative Assistant to the District Director of Curriculum, Instruction, and Articulation, Grade IV

P6. To approve the changes in assignment for District staff as follows:

Lisa Blackowski from District Administrative Asst., Grade III, Step Top+1, \$58,695, to District Administrative Assistant to the District Director of Student Personnel Services, Grade IV, Step Top+1, \$63,120, effective July 1, 2016 - June 30, 2017

Cathy Foschino from District Administrative Asst., Grade III, Step Top+1, \$58,695, plus longevity, to District Administrative Assistant to the District Director of Curriculum, Instruction, and Articulation, Grade IV, Step Top+1, \$63,120, plus longevity, effective July 1, 2016 - June 30, 2017

Maureen Lambrix from RHS Administrative Asst., Grade III, Step Top+1, \$58,695, plus longevity, to RHS Administrative Assistant to the Principal, Grade IV, Step Top+1, \$63,120, plus longevity, effective July 1, 2016 - June 30, 2017

Jill Sweeney from IHHS Administrative Asst., Grade III, Step Top+1, \$58,695, plus longevity, to IHHS Administrative Assistant to the Principal, Grade IV, Step Top+1, \$63,120, plus longevity, effective July 1, 2016 - June 30, 2017

Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2016-17 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision.

- P7. To approve the appointment of District staff to serve as mentors for the 2016-17 School Year in accordance with the Agreement between the RIHEA and the Board of Education, stipend to be pro-rated up to \$450 for the full term of the mentorship, as follows:

<u>Staff Member/Department</u>	<u>Mentor</u>
<u>Indian Hills High School</u>	
Kimberly Marino	Daniel Keyser
Christine Yarish	Margaret Stanczak

- P8. To approve the appointment of School Affirmative Action Coordinators effective for the 2016-17 School Year as follows:

<u>Staff Member</u>	<u>Building</u>
Kathleen Robinson	IHHS
Michelle Patrickio	IHHS
Denise Colaneri	RHS
Jennifer Mola	RHS

- P9. To approve the appointment of the following individuals listed below as substitute teachers for the 2016-17 School Year; and move to approve applicants' attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq., as applicable:

<u>Name</u>
Christine Darakjy / District
Dillon Fontanella / District
Cassidy Kologrivov / District
Charles Lebeda / District
Megan Lynch / District
Justin Weiner / District

- P10. To approve, as recommended by the Superintendent of Schools, the appointment of Bonnie Walsh, District, as a bedside instructor, effective for the 2016-17 School Year, beginning September 1, 2016 and ending June 30, 2017; and move to approve the applicant's attestation that she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq.

- P11. To approve, as recommended by the Superintendent of Schools, the appointment of Special School Advisors, subject to all federal, state, county, and local regulations, governing said employment, effective for the 2016-17 School Year; and move to approve applicants' attestation that she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq. Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2016-17 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision as follows:

Indian Hills High School

<u>Advisor</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
Michelle Gramazio	Junior Class	1	\$5,009

Ramapo High School

<u>Advisor</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
Carlin O'Hagan	Fall Drama Assistant	N/A	\$2,116
Carlin O'Hagan	Spring Drama Assistant	N/A	2,116

P12. To approve, as recommended by the Superintendent of Schools, the appointment of Athletic Coaches, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2016-17 School Year; and move to approve applicants' attestation that she/he has not been convicted of any disqualifying crime pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq.*, *N.J.S.A. 18A:39-17 et seq.*, or *N.J.S.A. 18A:6-4.13 et seq.* Salary guide placement to remain at the 2015-16 salary guide levels until such time when the 2016-17 salary guide has been approved, in accordance with the New Jersey Supreme Court Neptune Decision as follows:

Ramapo High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Stefaney Cicala	Asst. Football Cheerleading	CEAS	1	\$1,334
Stefaney Cicala	Asst. Basketball Cheerleading	CEAS	1	1,334

P13. To approve the appointment of Volunteer Coaches, effective for the 2016-17 School Year. Authorization for employment is based on prior verification of background check pursuant to the provisions of *N.J.S.A. 18:6-7.1, et. seq.*, *N.J.S.A. 18A:39-17, et. seq.*, or *N.J.S.A. 18:6-4.13 et. seq.* as follows:

<u>Name</u>	<u>Position</u>
Kyle Sadlock	Boys' Soccer/RHS
Frank Rocchio	Boys' Soccer/RHS
Thomas Bailey	Football/IHHS

P14. To approve the appointment of Kim Jamgochian, District, Dance Club Volunteer, effective for the 2016-17 School Year. Authorization for employment is based on prior verification of background check pursuant to the provisions of *N.J.S.A. 18:6-7.1, et. seq.*, *N.J.S.A. 18A:39-17, et. seq.*, or *N.J.S.A. 18:6-4.13 et. seq.*

P15. To accept, with regret, the resignation of Jennifer Simler, IHHS, Asst. Football Cheerleading and Asst. Basketball Cheerleading, effective immediately.

EDUCATION

E1. To approve the resolution as follows:

BE IT RESOLVED by the Ramapo Indian Hills Regional High School District Board of Education (hereinafter referred to as the "Board") that the terms, stipulations, and conditions as established in the Settlement Agreement and

Release (hereinafter referred to as “Agreement”) between the Board and the Parents of a student whose name is on file in the Superintendent’s Office, and which Agreement is located in the student’s file, are hereby adopted and approved by the Board. The Board President and Business Administrator/ Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

- E2. To accept a regular tuition student (Student No. 417709) into the Ramapo Indian Hills Regional High School District, Ramapo High School, with a payment of the annual tuition amount of \$ 16,309.00 for the 2016-2017 School Year, as per Policy No. 5111, Eligibility of Resident/Nonresident Students.
- E3. To accept a regular tuition student (Student No. 419093) into the Ramapo Indian Hills Regional High School District, Ramapo High School, with a payment of the annual tuition amount of \$ 16,309.00 for the 2016-2017 School Year, as per Policy No. 5111, Eligibility of Resident/Nonresident Students.
- E4. To approve in accordance with Chapter 46, Title 18A, New Jersey Statutes, and on the recommendation of the Superintendent of Schools, District Director of Student Personnel Services, and District Child Study Team that tuition and/or related services be paid for the students listed below to attend the schools indicated at the tuition costs indicated for the 2016-17 School Year as follows:

<u>Student No.</u>	<u>Placement</u>	<u>Tuition</u>
418114	Eastwick College - Hackensack Campus	\$9,900
417498	Eastwick College - Hackensack Campus	9,900
416025	Eastwick College - Hackensack Campus	9,900
414193	Eastwick College - Hackensack Campus	9,900
415540	Eastwick College - Hackensack Campus	9,900

OPERATIONS

OP1. To approve the use of the Ramapo Indian Hills Regional High School District facilities for the date(s) indicated in accordance with the rules and regulations governing said use as follows:

Indian Hills High School

Oakland Recreation Softball	Travel Practice & Scrimmages; Softball Fields; Saturday & Sundays, September 17 - October 30, 2016; 2 - 7 P.M.
Oakland Recreation Softball	Travel Practice & Scrimmages; Softball Fields, Monday - Friday, September 13 - October 28, 2016; 5 - 7:15 P.M.

FINANCE

F1. To approve the 2016-17 Joint Transportation Agreement with the Passaic County Manchester Regional High School District for the purpose of transporting student(s) to non public schools.

F2. To approve the resolution as follows:

WHEREAS, the District employees, as listed on the attached, have submitted requests for reimbursement for work-related travel that is directly related to and within the scope of each employee’s current work responsibilities; and

WHEREAS, the Board has previously authorized such work-related travel, and the District’s school business administrator or designee has reviewed the

documentation submitted by each employee and found same to be in compliance with the Board's policy provisions and approval requirements; and

WHEREAS, the attachment specifies for each item of reimbursement the specific promotion of delivery of instruction or furtherance of the efficient operation of the school district, and the amount of each listed reimbursement does not exceed State travel reimbursement guidelines;

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Board Policy and *N.J.A.C. 6A:23B-1.1 et seq.*, that the Board of Education hereby approves work-related travel reimbursement to its employees as set forth on the attached.

EACH BOARD MEMBER PRESENT ABSTAINED FROM VOTING ON THEIR TRAVEL EXPENSES FOR THE UPCOMING OCTOBER 25 – 27, 2016 NEW JERSEY SCHOOL BOARDS ASSOCIATION CONFERENCE IN ATLANTIC CITY, NJ.

P1 - F2

RC): Becker ✓, Butto ✓, Castor ✓, Kilday **ABSENT**, Porro **ABSENT**,
Quinlan ✓, Sciancalepore ✓, Becker ✓, Bunting **ABSENT**

COMMITTEE REPORTS

Mr. Butto reported that the members of the Finance Committee will meet on September 16, 7:30 A.M.

Mrs. Quinlan reported that the members of the Personnel/Goals/Evaluation Committee met prior to tonight's Board Meeting to discuss personnel.

Mrs. Castor reported that the members of the Education Committee will meet on September 15, 8 A.M.

Mrs. Becker reported that the members of the Crisis Management Committee met on September 9 to discuss agenda items as follows: 1) IHHS Parking; and 2) a Security Update.

BOARD COMMENTS

Mrs. Castor thanked Mr. Ceurvels and Mr. Keaney for their work during the summer months on the many capital projects.

PUBLIC DISCUSSION

A. Moved by QUINLAN Seconded BUTTO to open the meeting to public discussion.

No discussion.

B. Moved by CASTOR Seconded QUINLAN to re-enter the Action/Work Session.

ANTICIPATED FUTURE MEETING DATES

Mr. Becker announced anticipated future meeting dates as follows:

Monday, September 26, 2016 Regular Public Meeting, Ramapo High School, 8 P.M.

ADJOURNMENT

Moved by CASTOR Seconded: QUINLAN to adjourn at 8:37 P.M.

E. David Becker
Board Vice President

Frank C. Ceurvels
Business Administrator/Board Secretary