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

ACTION/WORK SESSION MINUTES March 9, 2020 District Conference Room

Roll Call – Executive Session

Upon roll call at 7:08 P.M., the Board members responded as follows: Mmes. Kilday, Laforgia, Sullivan, and Zammitti Shaw. Messrs. Becker, Butto, Carolan, Fortunato, and Kinney. Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank C. Ceurvels, Business Administrator/Board Secretary; were also present.

The meeting was called to order by the Board president at 7:08 P.M. Mr. Kinney announced that adequate notice of the meeting has been posted and published as required by law.

A motion was made by Mrs. Kilday and seconded by Mr. Butto and unanimously carried to move into Closed Executive Session for the purpose of discussing personnel, litigation, 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 8:03 P.M. Board members responded as follows: Mmes. Kilday, Laforgia, Sullivan, and Zammitti Shaw. Messrs. Becker, Butto, Carolan, Fortunato, and Kinney. Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank C. Ceurvels, Business Administrator/Board Secretary; were also present.

The meeting was called to order by the Board president at 8:03 P.M. Mr. Kinney 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. Kinney 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 PRESIDENT'S REPORT

Mr. Kinney stated that Mr. Lee, NJSBA Field Representative, will be facilitating the Board Training Session on Ethics. Mr. Kinney invited Mr. Lee to present the Board's Training. A brief question and answer session immediately followed the presentation.

Mr. Kinney stated that second-round interviews are scheduled on Tuesday, March 10.

SUPERINTENDENT'S REPORT

Mrs. MacKay stated that information regarding COVID-19 has been distributed to staff and parents. District staff is currently developing a Student Learning Plan and the Business Office is setting up remote access to District systems for processing of payroll and purchase orders.

All Districts will be submitting their public health statement plans to the Executive Interim Superintendent.

Mrs. MacKay discussed the student field trips that are scheduled during March. She stated that if schools are shut down by the State, then all District field trips will be cancelled, unless the Board of Education decides to cancel student field trips prior to a State-declared shut down. Board discussion followed regarding District student field trips.

The following motion was approved by roll call:

Moved by: BECKER Seconded: KILDAY

To continue the scheduled student field trips to Virginia, Florida, and Tennessee unless circumstances change the Board's decision.

| RC): Becker ✔, | Butto 🖌 , | Carolan | NO, | Fortunato 🗸 | • | Laforgia | √, |
|----------------|-----------|-------------|-----|-------------|---|----------|--------------|
| Sullivan NO, | Zamm | itti Shaw 🖌 | 1, | Kilday 🗸, | | Kinney | \checkmark |

Board discussion followed regarding staff travel. The members of the Board agreed that unless circumstances warrant a change, staff travel is permitted.

BUSINESS ADMINISTRATOR'S REPORT

Mr. Ceurvels reported on District capital projects/initiatives as follows: 1) the District's cleaning efforts have been increased and District custodial staff are going through training to ensure all cleaning efforts are effective; 2) First Student will increase its cleaning protocols; and 3) the approval of the District's 2020-21 Proposed Budget is included in tonight's Agenda; the District's Public Budget Hearing is scheduled on April 27. Mr. Ceurvels discussed the proposed budget and stated that the District received approximately \$300,000 in additional State aid.

Mr. Ceurvels will continue to update the Board as to the status of these projects/initiatives.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

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

No discussion.

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

ACTION ITEMS - \checkmark = Yes

Board discussion followed regarding revising Resolution PO1 to remove Policies 2431.3 and 7440 and Resolution PO2 to remove Regulations 2431.2 and 7440 for further review and discussion by the members of the Policy Committee.

The following motions were approved by roll call: **PO1 & PO2**

Moved by: BECKER Seconded: CAROLAN

POLICY

PO1. To approve, as recommended by the Superintendent of Schools, the second and final reading of new and revised District Policies as follows:

| <u>Policy Title</u> | <u>Policy No.</u> |
|--|-------------------|
| Earned Sick Leave Law | 1642 |
| Practice & Pre-Season Heat-Acclimation for Interscholastic Athletes | 2431.3 |
| School District Security | 7440 |

PO2. To approve, as recommended by the Superintendent of Schools, the new and revised District Regulations as follows:

| <u>Regulation Title</u> | <u>Regulation No.</u> |
|-------------------------|-----------------------|
| Earned Sick Leave Law | 1642 |

| Medical Examination Prior to Participation on a 2431.2 School-Sponsored Interscholastic or Intramural Team or Squad | | | | |
|---|--------------------------|--------------|--------|--|
| | School District Security | | 7440 | |
| PO1 – PO2 RC): Becker ✓, Butto NO, Carolan ✓, Fortunato ✓, Laforgia ✓, Sullivan ✓, Zammitti Shaw ✓, Kilday NO, Kinney ✓ | | | | |
| The following motions were approved by roll call: P1 – E1 & OP1 – F3 | | | | |
| Moved | by: BECKER | Seconded: CA | AROLAN | |

PERSONNEL

P1. 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; 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 2019-20 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., *N.J.S.A.* 18A:6-4.13 et seq., and *N.J.S.A.* 18A:12-1 et seq., as follows:

Indian Hills High School

| <u>Name</u> | <u>Position</u> | <u>Certification</u> | <u>Step</u> | <u>Stipend</u> |
|--------------------------|-----------------|----------------------|-------------|----------------|
| Cindy Calderon | Girls' Soccer | Substitute | 4 | \$8,437 |
| Peter Kruimer | Asst. Track | Standard | 4 | 5,871 |
| <u>Ramapo High Schoo</u> | <u>1</u> | | | |
| <u>Name</u> | <u>Position</u> | <u>Certification</u> | <u>Step</u> | <u>Stipend</u> |
| Tony Ciccone | Asst. Track | Substitute | 4 | \$5,871 |

P2. To approve, as recommended by the Superintendent of Schools, the appointment of Volunteer Coaches, effective for the 2019-20 School Year. Authorization for employment is based on prior verification of background check pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq.*, *N.J.S.A. 18A:39-17 et seq.*, *N.J.S.A. 18A:6-4.13 et seq.*, and *N.J.S.A. 18A:12-1 et seq.*, as follows:

| <u>Name</u> | <u>Position</u> |
|---------------------|-----------------|
| Kevin Cleary/IHHS | Boys' Lacrosse |
| Bradley Favo/IHHS | Baseball |
| Michael Korst/IHHS | Baseball |
| Nicole Paiotti/IHHS | Softball |
| Reagan Vier/IHHS | Girls' Lacrosse |
| Dominic Arcuri/RHS | Baseball |
| Chris Liquori/RHS | Baseball |

P3. To accept, with regret, as recommended by the Superintendent of Schools, the resignation of Lauren Yerger, RHS, Instructional Aide, effective March 20, 2020.

P4. To accept, as recommended by the Superintendent of Schools, the resignation of Radon Belarmino, RHS, Asst. Track Coach, effective immediately.

EDUCATION

E1. To approve, as recommended by the Superintendent of Schools, District student field trips and transportation costs for the 2019-20 School Year as follows:

| <i>Location</i> | <u>Group</u> | <u>Date(s)</u> | <u>Cost</u> |
|---|--------------------------------------|----------------|-------------|
| Holiday Inn, Hasbrouck Heights | IHHS & RHS Rotary Club Leadership | March 18, 2020 | \$0 |
| Eisenhower Middle School | RHS Heroes & Cool Kids | March 24, 2020 | 160 |
| Franklin Lakes Middle School & Valley Middle School | IHHS Heroes & Cool Kids | March 25, 2020 | 160 |
| Mt. Olive High School | IHHS Student Council | March 27, 2020 | 360 |
| West Point | IHHS West Point Leadership | April 23, 2020 | 640 |
| Passaic County Community College | IHHS Robotics | May 12, 2020 | 320 |
| Passaic County Community College | IHHS Robotics | May 14, 2020 | 320 |

OPERATIONS

OP1. To approve, as recommended by the Superintendent of Schools, 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 Practice; Gymnasium; March 11, 12, 18, 19, 25 & 26, 2020; 7:30 - 9 P.M. |
|--------------------|---|
| Oakland Recreation | Softball Games & Practice; Athletic Fields; April 1 - July 24, 2020; Monday - Friday, as available; 5:30 - 8 P.M. & August 24 - November 2, 2020; Monday - Friday, as available; 5 - 7:30 P.M., & April 6 - July 18, 2020; Saturdays & Sundays, as available, & August 29 - November 8, 2020; Saturdays & Sundays, as available; 1 - 8 P.M. |

FINANCE

F1. To approve, as recommended by the Superintendent of Schools, the resolution as follows:

WHEREAS, District employees have submitted requests for reimbursement for work-related travel that is directly related to and within the scope of the employees' 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 the employee and found same to be in compliance with the Board's policy provisions and approval requirements; and

WHEREAS, the travel requests listed below 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 below:

| <u>Req. No.</u> | <u>Employee</u> | <u>Conference</u> | <u>Date</u> | <u>Expenses</u> |
|-----------------|-----------------|----------------------------------|-------------|-----------------|
| D19-15 | Ceurvels | NJASBO | 6/2-5/20 | \$1,080.00 |
| IH19-61 | Fanale | DECA Int'l Career Dev Conf | 4/28-5/3/20 | 2,485.50 |
| IH19-62 | Davidson | SUPA Conference | 5/1/20 | 65.00 |
| IH19-63 | Kamper | Holocaust Conference | 5/20/20 | 4.20 |
| IH19-64 | Mulieri | CPR Workshop | 3/17/20 | 33.40 |
| IH19-65 | Zielenkievicz | Math Supervisor Roundtable | 4/3/20 | 5.46 |
| R19-62 | Astorina | IACE/ LaScuola Conference | 3/21/20 | 27.27 |
| R19-63 | Berens | FLENJ Conference | 3/27/20 | 195.00 |
| R19-64 | Caulfield | SUPA Spring Conference | 4/24/20 | 19.53 |
| R19-65 | Schwarz | SUPA Spring Conference | 4/23/20 | 21.00 |
| R19-66 | Schwarz | SUPA Spring Conference | 5/1/20 | 21.00 |

F2. To approve, as recommended by the Superintendent of Schools, the resolution as follows:

BE IT RESOLVED to approve the tentative FY21 School District Budget for submission to the Interim Executive County Superintendent as follows:

| | <u>Budget</u> | <u>Local Tax Levy</u> |
|----------------------------|---------------|-----------------------|
| Total General Fund | \$56,425,646 | \$51,818,384 |
| Total Special Revenue Fund | \$374,460 | N/A |
| Total Debt Service Fund | \$1,559,050 | \$1,559,050 |
| TOTAL | \$58,359,156 | \$53,377,434 |

F3. To approve, as recommended by the Superintendent of Schools, the resolution as follows:

WHEREAS, District Policy 9250 and N.J.A.C. 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2020-21;

WHEREAS, the Ramapo Indian Hills Regional High School District appropriated \$90,000 for travel during the 2019-20 School Year and has spent \$61,954 as of March 8, 2020.

NOW, THEREFORE BE IT RESOLVED, that the Ramapo Indian Hills Regional High School District Board of Education hereby establishes the school district travel maximum for the 2020-21 School Year at the sum of \$100,000.

BE IT RESOLVED that the school business administrator shall track and record these costs to insure that the maximum amount is not exceeded.

P1 – E1 & OP1 – F3 RC): Becker ✓, Butto ✓, Carolan ✓, Fortunato ✓, Laforgia ✓, Sullivan ✓, Zammitti Shaw ✓, Kilday ✓, Kinney ✓

The following motion was approved by roll call: E2

Moved by: BECKER Seconded: CAROLAN

E2. That, as recommended by the Superintendent of Schools, home instruction for District students, at the approved hourly rate, be approved as follows:

| <u>Student No.</u> | <u>School</u> | <u>Grade</u> |
|--------------------|---------------|--------------|
| | RHS | 11 |
| | IHHS | 9 |

E2

WORK SESSION

FINANCE

F8. Move to authorize, as recommended by the Superintendent of Schools, approval of bills drawn on the current account in the total amount (\$ Amount available March 23, 2020) for materials received and/or services rendered, having been duly audited by the business administrator and the chairperson of the Finance Committee.

Ms. Sullivan discussed the proposed expenses for the Pilot Program. Mr. Ceurvels stated that the District will fund the account line and then decide what needs to be expended.

COMMITTEE REPORTS

Ms. Sullivan reported that the members of the Extracurricular Committee met to discuss agenda items as follows: 1) merging the Public Relations Committee and the Extracurricular Committee together.

Mr. Fortunato reported that the members of the Facilities Committee met prior to tonight's Board Meeting to discuss agenda items as follows: 1) representatives of Dicaro Rubino attended the Committee meeting to discuss the revised plans for the cafeteria and touchdown spaces.

Mr. Becker reported that an Education Committee Meeting is scheduled on April 2.

Mrs. Kilday reported that the members of the Personnel/Goals/Evaluation Committee met to discuss the 2019-20 Board Goals. The Committee plans to meet quarterly.

Mr. Butto reported that the members of the Finance Committee met on March 6 to discuss the District's 2020-21 Tentative Budget.

RC): Becker ✓, Butto ✓, Carolan ✓, Fortunato ✓, Laforgia ✓, Sullivan ABSTAIN, Zammitti Shaw ✓, Kilday ✓, Kinney ✓

Mrs. Laforgia reported that the Public Relations Committee continues its work on the District's website, and she stated that she has received the Board members' bios.

Mr. Carolan reported that the members of the Negotiations Committee met to discuss agenda items as follows: 1) Scope of Work for the District's Long-Range Strategic Plan. A final draft will be presented to the full Board of Education for its review.

BOARD COMMENTS

Members of the Board wished Mr. Kinney a very happy birthday.

Mrs. Kilday stated that she attended the Indian Hills High School Hall of Fame event and stated it was a great event.

Mr. Butto thanked the members of the Board for their kind words of sympathy with the passing of his mother-in-law.

PUBLIC DISCUSSION

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

No discussion.

B. Moved by BUTTO Seconded CAROLAN to re-enter the Action/Work Session.

ANTICIPATED FUTURE MEETING DATES

Mr. Kinney announced anticipated future meeting dates as follows:

Tuesday, March 10, Executive Session, District Conference Room, 6:30 P.M. Monday, March 23, 2020, Regular Public Meeting, Ramapo High School, Library, 8 P.M.

ADJOURNMENT

Moved by BUTTO Seconded: KILDAY to adjourn at 10:10 P.M.