

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

ACTION/WORK SESSION MINUTES

April 13, 2020

Electronic Public Meeting

Roll Call – Action/Work Session

Upon roll call at 7 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 7 P.M. Mr. Kinney announced that due to the current State of Emergency, in accordance with N.J.S.A. 10:4-8(b), and guidance from the New Jersey Department of Community Affairs, Division of Local Government Services, this Meeting was posted and published as a remote meeting. 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 an Employment Agreement between the Board of Education and the Interim Superintendent of Schools has been drafted and has been forwarded to the Interim Executive County Superintendent of Schools for his review. The Board will approve the Employment Agreement during its April 27 Regular Public Meeting. Mr. Kinney thanked the members of the Board for all of their effort during the interview process for the Interim Superintendent.

Mr. Kinney stated that he forwarded to the Board of Education members the additional Committee assignments for review. He stated that the additional Committee assignments will be finalized some time during this week.

SUPERINTENDENT’S REPORT

Mrs. MacKay thanked all of the District’s administrators, teaching and support staff for their continued commitment to the District’s Continuity of Learning Plan during the past four weeks of virtual learning.

BUSINESS ADMINISTRATOR’S REPORT

Mr. Ceurvels reported on District capital projects/initiatives as follows: 1) the County Office has approved the District’s proposed 2020-21 Budget; 2) the District’s Public Budget Hearing is scheduled on April 27; 3) the members of the Negotiations Committee have finalized the RFP for the District’s Strategic Plan; the RFP was sent out to 13 consultants last week and are due at the end of April; all proposals received will be reviewed at the end of the month and a consultant will be determined; and 4) members of the Facilities Committee met prior to tonight’s meeting to discuss and review the status of the District’s capital projects.

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 KILDAY 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:

Moved by: FORTUNATO Seconded: KILDAY

To approve Closed and Action/Work Session Minutes of February 10, 2020.

To approve Closed and Regular Public Meeting Minutes of February 24, 2020.

To approve Closed Executive Meeting Minutes of February 27, 2020.

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

The following motions were approved by roll call: **P1 – E2 & OP2**

Moved by: CAROLAN Seconded: KILDAY

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 2019-20 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*, as applicable. 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>
Sevana Bohchalian	Social Worker/RHS	MA, Step 16	10 months	6/15/20 - 6/30/20	\$80,257 ^{1/2}
Colleen Langlois	Instructional Aide/RHS	Step 4	10 months	4/29/20 - 6/30/20	\$29,256 ^{1/3}

¹Pro-rated

²Replacement for Cheryl Porter-Avino

³Replacement for Lauren Yerger

P2. To approve, as recommended by the Superintendent of Schools, the appointment of Kristen Cavallo, IHHS, Art, Temporary Leave Replacement Teacher for Kimberly Batti, not accruing tenure in the position, BA, Step 1, \$281.27/diem, plus two transition days, effective for the period May 5 – June 17, 2020, and subject to all federal, state, county and local regulations, governing said employment; and further move to approve 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*

P3. To approve, as recommended by the Superintendent of Schools, the appointment of Krista Voto, RHS, Art, Temporary Leave Replacement Teacher for Lauren Gibson, not accruing tenure in the position, BA+15, Step 1, \$285.97/diem, plus two transition days, effective for the period May 18 – June 17, 2020, and subject to all federal, state, county and local regulations, governing said employment; and further move to approve 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*

P4. To amend, as recommended by the Superintendent of Schools, the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing unused sick leave as allowed by law, for Michelle Gramazio, IHHS, Special Education, effective on or about February 6 - March 13, 2020, and move to approve an unpaid Family Leave of Absence utilizing The Family and Medical Leave Act (FMLA) effective on or about March 16 – June 5, 2020, and further move to approve an unpaid Childrearing Leave of Absence effective on or about June 8 - 17, 2020.

- P5. To amend, as recommended by the Superintendent of Schools, the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing unused sick leave as allowed by law, for Kimberly Batti Valovina, IHHS, Art, effective on or about May 8 - June 4, 2020, and further move to approve an unpaid Family Leave of Absence utilizing The Family and Medical Leave Act (FMLA) effective on or about June 5 - 17, 2020.
- P6. To amend, as recommended by the Superintendent of Schools, the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing unused sick leave as allowed by law, for Kaitlin Schutte, RHS, Special Services, effective on or about May 12 - June 17, 2020.
- P7. To approve, as recommended by the Superintendent of Schools, an unpaid Family Leave of Absence, utilizing The Family and Medical Leave Act (FMLA), for John P. Williams, RHS, Custodian, effective for the period March 23 - May 1, 2020.
- P8. To approve, as recommended by the Superintendent of Schools, the appointment of the following individual listed below as a Substitute Teacher effective for the 2019-20 School Year; and move to approve 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*, as applicable:

Brianna Reyes District
- P9. To amend, as recommended by the Superintendent of Schools, the Schedule B Stipend for Giuseppina Monterey, RHS, Asst. Girls’ Lacrosse, from Step 2, \$4,784, to Step 4, \$5,871, effective for the 2019-20 School Year.
- P10. To amend, as recommended by the Superintendent of Schools, the retirement date of Stephen Tallis, IHHS, World Languages Teacher, from April 10, 2020 to July 1, 2020.
- P11. To amend, as recommended by the Superintendent of Schools, the resignation date of Cheryl Porter-Avino, RHS, Social Worker, from April 10, 2020 to April 17, 2020.
- P12. To accept, with regret, as recommended by the Superintendent of Schools, the resignation of Maritza Torres, IHHS, .79 Instructional Aide, effective April 15, 2020.
- P13. To rescind, as recommended by the Superintendent of Schools, the appointment of Guy Bertola, IHHS, Asst. Football Coach and Co-Asst. Summer Strength & Conditioning Coach, effective immediately.

EDUCATION

- E1. 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>
420417	IHHS	12
421496	IHHS	11
423496	IHHS	9
423175	RHS	9

- E2. To approve, as recommended by the Superintendent of Schools, 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 Agreement, and any other documents necessary to effectuate the Agreement.

- E3. To approve the Sidebar Agreement between the Ramapo Indian Hills Regional High School District Board of Education and the Ramapo Indian Hills Education Association.

OPERATIONS

OP2. To approve, as recommended by the Superintendent of Schools, the resolution as follows:

WHEREAS, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility, and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids, and to award contracts as permitted by this chapter, and

WHEREAS, N.J.S.A. 18A-18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, N.J.S.A. 18A-18A-37c provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,000) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

NOW, THEREFORE BE IT RESOLVED, that the Ramapo Indian Hills Regional High School Board of Education, pursuant to the statutes cited above, hereby appoints Bernice Parrella, Assistant Business Administrator, as its duly authorized purchasing agent *pro tem*, in the event that Frank Ceurvels, Business Administrator/Board Secretary, is unavailable, and is duly assigned the authority, responsibility, and accountability for the purchasing activity of the Ramapo Indian Hills Regional High School District effective for the period April 14, 2020 through to the date of the 2021 Reorganization Meeting, and

BE IT FURTHER RESOLVED, that Bernice Parrella is hereby authorized to award contracts on behalf of the Ramapo Indian Hills Regional High School Board of Education that are in the aggregate less than 15% of the Bid threshold (currently \$6,000) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Bernice Parrella is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000) but less than the bid threshold of \$40,000.

P1 – E3 & OP2

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

The following motion was approved by roll call: **OP1**

Moved by: CAROLAN

Seconded: KILDAY

OPERATIONS

OP1. To approve, as recommended by the Superintendent of Schools,

WHEREAS, pursuant to N.J.S.A. 52:14-15h, the Ramapo Indian Hills Regional High School District Board of Education (“Board”) may determine to have net pay for all employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee; and

WHEREAS, the Board desires to mandate that all District employees participate in a Direct Deposit Program, pursuant to the authority granted to the Board under N.J.S.A. 52:14-15h; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby mandates that all District employees participate in the Direct Deposit Program, with limited exemptions to be granted on such terms and conditions as the Board may deem necessary, or for seasonal and temporary employees, as the Board may deem necessary.

OP1

RC): Becker ✓, Butto ✓, Carolan ✓, Fortunato ✓, Laforgia NO,
Sullivan ✓, Zammitti Shaw ✓, Kilday ✓, Kinney ✓

WORK SESSION

FINANCE

F6. Move that, as recommended by the Superintendent of Schools, the additional bills paid in March 2020 and drawn on the current account in the total amount of \$556,829.00 for materials received and/or services rendered, having been duly audited by the business administrator and the chairperson of the Finance Committee, and previously paid, be ratified by the Board.

Mr. Fortunato inquired about two scheduled payments included in the March additional bills list. Mr. Ceurvels stated that the scheduled payment to the District's Agency Account includes payroll taxes, deductions, and garnishments and these funds are placed in the District's Agency Account. He also stated that the other scheduled payment is a contractual payment regarding a Settlement Agreement.

COMMITTEE REPORTS

Mr. Becker reported that the members of the Education Committee met on April 2 to discuss agenda items as follows: 1) Status of virtual learning; 2) Annual Performance Reports; and 3) the 2020-21 Master Schedule.

Mrs. Zammitti Shaw reported that the members of the Policy Committee met on April 7 to review and discuss District Policies and Regulations. A future Policy Committee Meeting will be scheduled in the near future.

Mr. Fortunato reported that the members of the Facilities Committee met prior to tonight's Board Meeting to discuss agenda items as follows: 1) the IHHS Window Project; the Project will be placed on hold as the manufacturer is not, at this time, manufacturing the windows as a result of the shut down and therefore the project will be revisited in either the summer or the fall.

Mr. Carolan reported that the members of the Negotiations Committee met on April 2 to discuss agenda items as follows: 1) the RFP for the District's Strategic Plan and 2) the Employment Agreement between the Board of Education and the Interim Superintendent of Schools.

Ms. Laforgia reported that a Community Relations Committee Meeting will be scheduled in the near future.

Mr. Butto reported that the members of the Finance Committee met on April 1 to review agenda items as follows: 1) direct deposit for District staff; 2) Apple Refresh Program; and 3) status of District Capital Projects.

Mrs. Kilday reported that the members of the Personnel/Goals/Evaluation Committee met on April 9 to review agenda items as follows: 1) the cost savings proposal to change a 10-month Administrative Assistant position to a 12-month position.

BOARD COMMENTS

Members of the Board commended the District staff for their work during the virtual learning environment.

PUBLIC DISCUSSION

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

No discussion.

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

ANTICIPATED FUTURE MEETING DATES

Mr. Kinney announced anticipated future meeting dates as follows:

Monday, April 27, 2020, Budget Public Hearing/Regular Public Meeting, Location to be determined, 8 P.M.

ADJOURNMENT

Moved by KILDAY Seconded: CAROLAN to adjourn at 7:34 P.M.

John Kinney
Board President

Frank C. Ceurvels
Business Administrator/Board Secretary