

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

ACTION/WORK SESSION MINUTES

November 12, 2018

District Conference Room

Roll Call – Executive Session

Upon roll call at 7:33 P.M., the Board members responded as follows: Mmes. Becker, Castor, Kilday, and Quinlan. Messrs. Becker, Bunting, Butto (ABSENT), Porro (ABSENT), and Rukaj. 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 7:33 P.M. Mrs. Castor 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 Mrs. Becker 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 P.M. Board members responded as follows: Mmes. Becker, Castor, Kilday, and Quinlan. Messrs. Becker, Bunting, Butto (ABSENT), Porro (ABSENT), and Rukaj. Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank C. Ceurvels, Business Administrator/Board Secretary; and were also present.

The meeting was called to order by the Board president at 8 P.M. Mrs. Castor announced that adequate notice of the meeting has been posted and published as required by law. She 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. Mrs. Castor 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

Mrs. Castor invited Ms. Goodrich, RHS, Student Board Representative and Ms. Durkin, IHHS, Student Board Representative, to present their reports as follows: Ms. Goodrich stated: 1) the Football Team defeated Sparta and will play River Dell; 2) the Therapy Dogs were in the building last week for the students and staff, and 3) the members of the TNT Club are posting feel good memes to spread positivity throughout the building. Ms. Durkin stated: 1) Winter sports tryouts are scheduled next week; 2) the Hot Dog Costume Contest raised \$150 for charities; 3) the Senior Team won the Power Puff Game; 4) the Coffee House went well and students will continue to work on increasing attendance; 5) a food drive is currently scheduled; 6) the Senior Class Prom Committee will be meeting this week; 7) signups for the Senior Fashion Show are in progress; 8) the WLNHS Ceremony is scheduled on November 14; and 9) the Project Graduation Boutique is scheduled on November 17.

SUPERINTENDENT'S REPORT

In honor of Veterans' Day, Mrs. MacKay thanked Mr. Becker for his service to our Country.

Mrs. MacKay congratulated Mr. Tom Rukaj, Ms. Filomena Laforgia, and Mr. John Kinney on their election to the Board of Education.

Mrs. MacKay introduced Mr. Mungiello, IHHS, Art Teacher, who discussed The Memory Project and presented a video of the Project. A brief question and answer

session followed Mr. Mungiello’s presentation, and Mrs. MacKay thanked Mr. Mungiello for his presentation.

BUSINESS ADMINISTRATOR’S REPORT

Mr. Ceurvles reported on District capital projects/initiatives as follows: 1) the 2018-19 School Year salaries are scheduled for payment on November 15; the 2016-17 School Year retroactive pay is scheduled on November 30; the 2017-18 School Year retroactive pay is scheduled on December 7; and the 2018-19 School Year retroactive pay is scheduled on December 21; 2) a resolution for Board approval of the replacement of the athletic fields and the resurfacing of the tracks is on tonight’s agenda; work on these projects will begin in Spring 2019; 3) discussions for a share services agreement with Franklin Lakes for the re-pavement of the student parking lots at both schools continues; 4) the field work for the 2017-18 Audit is complete; the auditors are still awaiting information from the State; a Finance Committee Meeting will be scheduled on December 7 to discuss the final Audit.

Mr. Ceurvles will continue to keep the Board members up to date as to the status of these District initiatives.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

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

No discussion.

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

OPEN BOARD DISCUSSION

Mrs. Kilday stated that Ben Landel’s birthday is today and how amazing that the Board is approving the Ben Landel Scholarship at tonight’s Board Meeting.

ACTION ITEMS - ✓ = Yes

The following motions were approved by roll call: **P1 – P19 & OP1 – PO1**

Moved by: QUINLAN Seconded: RUKAJ

PERSONNEL

P1. To approve the salary adjustments for achieving a higher degree level for District staff retroactive to the effective dates indicated as follows:

<u>Name</u>	<u>Degree</u>	<u>Salary</u>	<u>Effective Date</u>
Diane Caltagirone	BA+15 to MA	\$81,329 to \$86,774	September 1, 2018
Deborah Schwarz	MA+15 to MA+30	\$71,108 to \$73,749	September 1, 2018
Jennifer Sherry	MA+15 to MA+30	\$98,476 to \$103,061	September 1, 2018
Kathleen Steier	MA+15 to MA+30	\$63,457 to \$65,313	September 1, 2018

P2. To amend the salary guide placement for tenured, certificated District staff effective for the 2018-19 School, as per the terms and conditions of the *Agreement between the Ramapo Indian Hills Education Association and the Ramapo Indian Hills Regional High School District Board of Education effective July 1, 2016 - June 30, 2021*, and further move that the president and secretary, as the proper officers of the Board of Education, be authorized and directed to issue a contract of employment as follows:

<u>Name</u>	<u>Department</u>	<u>School</u>	<u>Level/Step</u>	<u>Salary</u>
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Corrin Manzo English RHS MA+30/14 \$75,333^{3/2}

²Longevity, Step B, \$2,400

³Longevity, Tier 2/MA, \$5,000

- P3. That as recommended by the Superintendent of Schools, the following person be appointed to fill the position 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 contract for the 2018-19 School Year; and move to approve applicant’s attestation that 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., 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>
Guy Bertola	.79 One-to-One Instructional Aide/IHHS	Step 4	10 months	10/19/18 - 6/30/19	\$22,405.19 ¹

¹Pro-rated

- P4. To amend the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing unused sick leave as allowed by law, for Amanda Zielenkiewicz, IHHS, Math & Business Subject Supervisor, effective on or about December 10, 2018 – January 23, 2019, and further move to approve an unpaid Family Leave of Absence utilizing The Family and Medical Leave Act (FMLA) effective on or about January 24 – April 26, 2019.
- P5. To amend the appointment of Gregg Cobb, IHHS, Social Studies, Long-term, Temporary Replacement, Maternity Leave Replacement for Lauren Smalley, a non-tenured position, not accruing tenure in the position, BA, Step 1, \$277.85/diem, effective for the period November 19, 2018 - April 5, 2019, plus one transition day, subject to all federal, state, county and local regulations, governing said employment; and move to approve applicant’s attestation that 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*, as applicable.
- P6. To approve, as recommended by the Superintendent of Schools, the appointment of Joseph Oettinger, IHHS, Science, Long-term, Temporary Replacement, Maternity Leave Replacement for Carrie Ann Wylie, a non-tenured position, not accruing tenure in the position, MA+30, Step 1, \$306.91/diem, effective for the period January 2 - April 18, 2019, subject to all federal, state, county and local regulations, governing said employment; and move to approve applicant’s attestation that 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*, as applicable.
- P7. To amend the sixth period teaching assignment for Carly Hausch, IHHS, Math, Period 4, at the contractual stipend of \$9,530, pro-rated, effective for the period December 10, 2018 - April 26, 2019.
- P8. To amend the sixth period teaching assignment for Sarah McGowan, IHHS, Math, Period 3, at the contractual stipend of \$9,530, pro-rated, effective for the period December 10, 2018 - April 26, 2019.

- P9. To approve the sixth period teaching assignment for Concepcion Fernandez-Vilaseca, RHS, World Languages, Period 7, at the contractual stipend of \$9,530, pro-rated, effective for the period October 22 - November 2, 2018.
- P10. To amend the salary for James McBride, IHHS, Custodian/Bus Driver, from Step 1, \$41,380, plus the Second Shift Stipend, \$250, to Step 1, \$41,380, plus the Second Shift Stipend, \$250, and the Black Seal Stipend, \$500, effective for the period September 19, 2016 - June 30, 2017.
- P11. To amend the salary for Anthony Gesimondo, IHHS, Custodian/Bus Driver, from Step 2, \$43,180, plus the Second Shift Stipend, \$250, to Step 2, \$43,180, plus the Second Shift Stipend, \$250, and the Black Seal Stipend, \$500, effective for the period April 1 - June 30, 2016.
- P12. To approve the appointment of District staff to serve as mentors for the 2018-19 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>	
Ethan Crump / Science	Tim Walkowich
<u>Ramapo High School</u>	
Marian Kleinman / English	Cari Laughman
Olivia Heidenfelder / Special Services	Kaitlin Schutte ¹

¹Change in Mentor effective November 13, 2018

- P13. To approve the appointment of Charles Wolff, District, School Safety Specialist effective for the 2018-19 School Year.
- P14. To confirm the appointment of a Special School Advisor, subject to all federal, state, county, and local regulations, governing said employment, effective for the 2016-17 School Year; and move to approve applicant’s attestation that 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., 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>Advisor</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
John Fazio	Robotics	1	\$2,045

- P15. To approve the appointment of a Special School Advisor, subject to all federal, state, county, and local regulations, governing said employment, effective for the 2018-19 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 follows:

Ramapo High School

<u>Advisor</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
Concepcion Fernandez-Vilaseca	Spanish Club	1	\$1,409

P16. To confirm the appointment of an athletic coach, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2016-17 School Year; and move to approve applicant’s attestation that 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*, as follows:

Ramapo High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Thomas Jaeger	Bowling	Standard	4	\$5,092

P17. To confirm the appointment of an athletic coach, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2017-18 School Year; and move to approve applicant’s attestation that 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*, as follows:

Ramapo High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Thomas Jaeger	Bowling	Standard	4	\$5,092

P18. To confirm the appointment of athletic coaches, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2018-19 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., 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>
Nickolaus Harilaou	Asst. Fall Strength & Conditioning	Substitute	4	\$2,314
Dominic Mulieri	Co-Asst. Summer Strength & Conditioning	Standard	4	1,157

Ramapo High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Thomas Jaeger	Bowling	Standard	4	\$5,092

P19. To approve the appointment of athletic coaches, subject to all federal, state, county, and local regulations, governing said employment; effective for the 2018-19 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., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq.*, as follows:

Ramapo High School

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
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Nicholas Vier	Asst. Boys' Basketball	Substitute	1	\$4,320
Jessica Griffin	Asst. Girls' Basketball	Standard	1	4,320
Steven Palmieri	Asst. Boys' Fencing	Standard	4	5,871

P20. To accept the resignation of Blake Costanzo, RHS, .57 Instructional Aide, effective November 2, 2018.

OPERATIONS

OP1. To approve the resolution as follows:

WHEREAS, The Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public schools facilities, and

WHEREAS, the required maintenance activities as listed in the document for the school facilities of the Ramapo Indian Hills Regional High School District are consistent with these requirements,

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use in their original condition to keep system warranties valid,

NOW THEREFORE, BE IT RESOLVED, that the Ramapo Indian Hills Board of Education does hereby authorize the school business administrator to submit the Comprehensive Maintenance Plan for the Ramapo Indian Hills School District for the 2018-19 School Year in compliance with the Department of Education requirements.

OP2. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education ("Board") has identified a need to undertake the following projects:

- Artificial Turf Replacement at Indian Hills High School*
- Running Track Surface Replacement at Indian Hills High School*
- Artificial Turf Replacement at Ramapo High School*
- Running Track Surface Replacement at Ramapo High School*

("Projects"), and;

WHEREAS, the Board has moved forward with a Proposal for Architectural and Engineering Services for the Projects, and;

WHEREAS, the Board desires to retain LAN Associates (the "Architect and Engineer") to provide Architect and Engineering services in connection with the Project, and;

WHEREAS, the Board intends to finance the local cost of the Projects through the use of capital reserve funds as part of the District's Long-Range Facilities Plan (LRFP), and;

NOW, THEREFORE, BE IT RESOLVED by the Ramapo Indian Hills Regional High School District that the Board president and secretary are hereby authorized and directed to enter into an Agreement with LAN Associates, and;

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed once in the Board's official newspaper stating its nature, service and amount and that the resolution and contract shall be on file and available for public inspection in the Board Office, in the following form:

LEGAL NOTICE

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
 BOARD OF EDUCATION
 COUNTY OF BERGEN, STATE OF NEW JERSEY
 NOTICE OF AWARD OF PROFESSIONAL SERVICES CONTRACT

PLEASE TAKE NOTICE that on November 12, 2018 the Board of Education authorized the Board president and secretary to enter into an Agreement for Professional Architectural and Engineering Services with LAN Associates, 445 Godwin Avenue, Midland Park, New Jersey 07432 in the amount of not to exceed \$74,600.00 with regard to the following projects:

- Artificial Turf Replacement at Indian Hills High School*
- Running Track Surface Replacement at Indian Hills High School*
- Artificial Turf Replacement at Ramapo High School*
- Running Track Surface Replacement at Ramapo High School*

This Agreement is available for public inspection during regular business hours at the Board of Education Office located at 131 Yawpo Avenue, Oakland, New Jersey, 07436.

FINANCE

F1. To approve 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>
IH18-15	Heusser	NJCHE	November 30, 2018	\$121.54
IH18-16	Peller	NJECC	January 8, 2019	135.16
IH18-17	Batti	NJECC	January 8, 2019	119.05
IH18-18	Davidson	Bilingual/ESL Conference	December 7, 2018	150.00
IH18-19	Levine	Bilingual/ESL Conference	December 7, 2018	135.00
IH18-20	Davidson	SAT English Language Arts & Social Studies	January 25, 2019	170.00
R18-22	Blomquist	SAT English Language Arts & Social Studies	January 25, 2019	154.00

R18-23	Sporn	DancEDNJ	November 15, 2018	65.00
D18-15	Amaral	FeTC	January 26-31, 2019	2,347.20
D18-16	Keaney	Fire Stop Submittal Lead-based Paint Workshop	December 3, 2018	\$25.00

F2. To approve the establishment of the Benjamin Pierce Landel Scholarship, as per Board of Education Policy 6650. The annual scholarship will be awarded to graduating seniors at both Indian Hills High School and Ramapo High School. The total award per school to be \$2,000. The total awards will total \$4,000.

POLICY

PO1. To approve the first reading of District Policy 5330.04, Administering an Opioid Antidote.

P1 – P19 & OP1 – PO1

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

The following motions were approved by roll call: **E1 – E2**

Moved by: QUINLAN Seconded: RUKAJ

EDUCATION

E1. To approve the Harassment, Intimidation, & Bullying student consequences imposed during the 2018-19 School Year as a result of the HIB Investigations for RHS-HIB 2018-001, RHS-HIB 2018-003, and RHS-HIB 2018-005.

E2. That home instruction for District students, at the approved hourly rate, be approved as follows:

<i>Student No.</i>	<i>School</i>	<i>Grade</i>
421473	IHHS	10
419681	RHS	12
419784	RHS	12

E1 – E2

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

COMMITTEE REPORTS

Mr. Rukaj stated that an Education Committee Meeting is scheduled on November 27.

Mr. Bunting stated that the members of the Negotiations Committee met with the representatives of the RIHSA to begin discussions for a successor agreement.

Mr. Bunting also stated that a Finance Committee Meeting is scheduled on December 7.

Mrs. Quinlan reported that the members of the Facilities Committee met on November 5 to discuss the athletic fields. A Facilities Committee Meeting is scheduled on December 4.

Mr. Becker reported that an Extracurricular Committee Meeting will be scheduled some time in December.

BOARD COMMENTS

Members of the Board congratulated Mr. Rukaj, Mrs. Laforgia, and Mr. Kinney on their election to the Board of Education and welcomed all to the Board.

Members of the Board thanked Mr. Mungiello for his very moving presentation of The Memory Project.

Members of the Board stated that the establishment of the Ben Landel Scholarship for District students is very generous.

Member of the Board thanked Mr. Ceurvels, Ms. Parrella, and Ms. Browne for their work on the retroactive pay.

Mr. Rukaj stated that he is looking forward to working with the Board over the next three years.

PUBLIC DISCUSSION

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

No discussion.

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

ANTICIPATED FUTURE MEETING DATES

Mrs. Castor announced anticipated future meeting dates as follows:

Monday, November 26, 2018, Regular Public Meeting, District Conference Room, 8 P.M.

ADJOURNMENT

Moved by BECKER Seconded: RUKAJ to adjourn at 8:55 P.M.