

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

**ACTION/WORK SESSION MINUTES**

February 11, 2019

District Conference Room

Roll Call – Executive Session

Upon roll call at 7 P.M., the Board members responded as follows: Mmes. Becker, Kilday, Laforgia, and Quinlan. Messrs. Becker, Bunting, Butto, Kinney, 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 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 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 P.M. Board members responded as follows: Mmes. Becker, Kilday, Laforgia, and Quinlan. Messrs. Becker, Bunting, Butto, Kinney, 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 8:01 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.

**BUSINESS ADMINISTRATOR'S REPORT**

Mr. Ceurvels introduced Mr. Rob Haag, a representative of Lerch, Vinci, & Higgins. Mr. Haag presented the 2017-18 Audit and discussed the Management Report and the Exhibits contained in the Comprehensive Annual Financial Report. He stated that one minor recommendation was identified in the 2017-18 Audit. Board discussion followed Mr. Haag's presentation. Mr. Ceurvels stated that the Corrective Action Plan was developed and completed.

**BOARD PRESIDENT'S REPORT**

Mr. Becker invited Ms. Goodrich, RHS, Student Board Representative, and Mr. Ilardi, IHHS, Student Alternate Board Representative, to present their reports as follows: Ms. Goodrich stated: 1) the Winter Sports Teams are doing well; 2) 22 RHS students participated in Signing Day on February 6; 3) on February 2 the RHS Academic Decathlon Team participated in the Regional Academic Decathlon event; 4) Freshman Outreach is scheduled on Wednesday, February 13; and 5) the Cardboard Challenge is scheduled on Saturday, February 2. Mr. Ilardi stated: 1) Battle of the Bands is scheduled on Tuesday, March 6; 2) Student Council is hosting a fundraiser, the Valentine Love Surveys, and can be purchased at this time; and 3) a March Madness Tournament is being planned for the students.

**SUPERINTENDENT'S REPORT**

Mrs. MacKay reported that schools will be closed for the Martin Luther King Holiday during the 2019-20 School Year.

Mrs. MacKay invited Mr. Sutherland to discuss the Committee work on Honors, CP, and CPE-level course offerings for students. A brief Question and Answer Session followed Mr. Sutherland's presentation. Mrs. MacKay thanked Mr. Sutherland for his presentation.

Mrs. MacKay discussed the model for the restructure of the supervisors. She stated that the

District’s goal is to develop a unified District leadership team. She also stated that Head Teachers will be assigned for each Science UP Program in the District.

**PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS**

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

Members of the public addressed the Board regarding their concerns about the plan to restructure Building Supervisors.

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

**ACTION ITEMS - ✓ = Yes**

The following motions were approved by roll call:

Moved by: QUINLAN Seconded: RUKAJ

**PERSONNEL**

P1. 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>
Anthony Neggers	Custodian/ Maintenance/ District	Step 7	12 months	3/18/19 - 6/30/19	\$64,436 <sup>2/3</sup>

- 190-Day Probationary Period
- 1Pro-rated
- 1Plus Black Seal License Stipend, \$500

P2. To amend the appointment of Wendi Kaplan, RHS, Guidance, Long-term, Temporary Replacement, Maternity Leave Replacement for Laura Dondero, a non-tenured position, not accruing tenure in the position, MA, Step 1, \$285.91/diem, effective for the period November 26, 2018 – May 23, 2019, subject to all federal, state, county, and local regulations, governing said employment; 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.

P3. To amend the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing unused sick leave as allowed by law, for Carrie Ann Wylie, IHHS, Science, effective on or about December 13, 2018 - January 8, 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 9 - April 12, 2019.

P4. To approve the appointment, as recommended by the Superintendent of Schools, of Annie Solomon, IHHS, World Languages, temporary, Long-term Replacement Teacher, (for Ana Swaminathan), not accruing tenure in the position, MA+30, Step 1, \$306.91/diem, effective for the period February 12 – March 28, 2019, 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.*

- P5. To approve the sixth period teaching assignment for Cherie McLaughlin, IHHS, Spanish I CP (Period 6) at the contractual stipend of \$9,530, pro-rated, effective for the period February 14 - March 11, 2019.
- P6. To approve the sixth period teaching assignment for Stephen Tallis, IHHS, Spanish 2 CPE (Period 7) at the contractual stipend of \$9,530, pro-rated, effective for the period February 14 - March 11, 2019.
- P7. To approve the sixth period teaching assignment for Patricia Wehran, IHHS, Spanish 1 CPE (Period 8) at the contractual stipend of \$9,530, pro-rated, effective for the period February 14 - March 11, 2019.
- P8. To approve the change in assignment for Erika McGavin, IHHS, World Languages & Family & Consumer Science Subject Supervisor, to include two additional teaching sections, Spanish I CP, Periods 1 & 3, effective for the period March 1 - 11, 2019, at the contracted rate of \$50/ class taught, as per Article VII, C, of the *Agreement between the Ramapo Indian Hills Supervisors' Association and the Ramapo Indian Hills Regional High School District Board of Education*.
- P9. That as recommended by the superintendent of schools, the following persons be approved as 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 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:

**Ramapo High School**

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Matthew Cecconi	Asst. Boys' Golf	CEAS	1	\$2,057
Joseph Haemmerle	Asst. Boys' Lacrosse	Standard	4	5,871
Madeline Dalie	Girls' Lacrosse Co-Coach	Substitute	1	3,315

**Indian Hills High School**

Peter Kruimer	Asst. Track	Standard	4	\$5,871
Thomas Russo	Spring Strength & Conditioning Co-Coach	Standard	4	2,891.50
Kyle Wengerter	Asst. Wrestling	Standard	3	5,293

- P10. 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:

**Indian Hills High School**

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Step</u>	<u>Stipend</u>
Joseph Verdon	Asst. Baseball	Standard	3	\$5,293

- P11. To approve the change in assignment for Elizabeth Heydt, RHS, from Asst. Girls' Lacrosse Coach, Step 3, \$5,293, to Girls' Lacrosse Co-Coach, Step 4, \$4,218.50, effective for the 2018-19 School Year.
- P12. To approve the appointment, as recommended by the Superintendent of Schools, of Salvador Saavedra, District, On-Call Substitute Custodian, at an hourly contracted rate of \$17.85, no benefit coverage, with a schedule limited to less than 30 hours per week as assigned by District administration, effective for the period February 12 - June 30, 2019.

P13. To approve, as recommended by the Superintendent of Schools, the following individual listed below as a substitute teacher 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:

<u>Name</u>	<u>Location</u>
Jack Wilson	District

P14. To approve the placement of Ryan Van Treuren, a Montclair State University Student, to complete his Field Experience Requirement of 50 hours, Indian Hills High School Science Department, effective for the period February - May 2019.

P15. To approve the placement of Bergen Community College Students to complete a one-day observation requirement effective for the period February - March 2019 as follows:

<u>Name</u>	<u>Department</u>
Jill Barber	Nurse’s Office, RHS
Brittany Mancini	Nurse’s Office, IHHS

P16. To accept that resignation of Corey Steimel, RHS, Asst. Boys’ Lacrosse Coach, effective immediately.

**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 2018-009.

E2. To approve a District student field trips and transportation costs for the 2018-19 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Camp YDP, Paterson	RHS Interact	February 12, 2019	\$0
The Fiesta, Wood-Ridge	IHHS Academic Decathlon	March 6, 2019	352.11
Glen Rock Train Station	RHS Fed Challenge	March 12, 2019	284.22
Camp YDP, Paterson	RHS Interact	March 12, 2019	0
Liberty Science Center	IHHS Anatomy / Physiology	April 23, 2019	0
Pequest Hatchery, Oxford	IHHS UP Biology	May 7, 2019	772.11

E3. That home instruction for District students, at the approved hourly rate, be approved as follows:

<u>Student No.</u>	<u>School</u>	<u>Grade</u>
421282	IHHS	10

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 student listed below to attend the school indicated at the tuition cost indicated for the 2018-19 School Year as follows:

<u>Student No.</u>	<u>Placement</u>	<u>Tuition</u>
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013000 ECLC of New Jersey \$24,138.45<sup>1</sup>

<sup>1</sup>Pro-rated for 79 days @ \$305.00 per day

**FINANCE**

F1. To approve the resolution as follows:

WHEREAS, the District employees 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 below:

<u>Req. No.</u>	<u>Employee</u>	<u>Conference</u>	<u>Date</u>	<u>Expenses</u>
IH18-52	Cheff	DECA	3/4-6/19	\$556.40
IH18-53	Shemon	DECA	3/4-6/19	478.00
IH18-54	Funk	DECA	3/4-6/19	447.00
IH18-55	Davidson	SUPA Seminar	5/3/19	35.00
IH18-56	Ferat	NJCTE	3/30/19	60.00
R18-50	Anson	Civil Rights	3/22/19	113.00
R18-51	DelBuono	Civil Rights	3/22/19	107.00
R18-52	Calabrese	Self-Injury	2/12/19	77.27

F2. To affirm the Interim Executive County Superintendent of Schools approval dated January 29, 2019 for reimbursement of work-related travel, directly related to and within the scope of the employee’s current work responsibilities, for Olivia Heidenfelder, RHS, July 9 - 11, 2018, SLE Certification Coursework, Morris Plains, NJ, (R18-53) in the amount of \$401.04.

F3. To approve the resolution as follows:

BE IT RESOLVED, that the Ramapo Indian Hills Regional High School District Board of Education approve and adopt the 2017-18 Audit and the submission of the CAFR (Comprehensive Annual Financial Report) submitted by the firm of Lerch, Vinci & Higgins with the following recommendations:

- I. Administrative Practices and Procedures  
There are none.
- II. Financial Planning, Accounting and Reporting  
It is recommended that the lease payments for laptops be appropriated and charged to the General Fund in the appropriate budgetary line item account.

Corrective Action

Lease payments are charged in their entirety to the General fund with any charges related to the Enterprise fund handled through an interfund transfer.

Persons Responsible for Implementation: Business Administrator or Designee

Completion Date for Implementation: February 6, 2019.

- III. School Purchasing Program  
There are none.
- IV. School Food Services  
There are none.
- V. Student Body Activities
- VI. Application for State School Aid  
There are none.
- VII. Pupil Transportation  
There are none.
- VIII. Miscellaneous  
There are none.
- IX. Facilities and Capital Assets  
There are none.
- X. Status of Prior Year's Audit Findings and Recommendations  
Corrective action was taken on the prior year recommendation.

#### **P1 – F3**

RC): Becker ✓, Bunting ✓, Butto ✓, Kinney ✓, Laforgia ✓,  
Quinlan ✓, Rukaj ✓, Kilday ✓, Becker ✓

#### **COMMITTEE REPORTS**

Mrs. Quinlan reported that the members of the Facilities Committee met prior to tonight's Board Meeting to discuss the athletic fields and tracks and the capital projects scheduled for the summer.

Mr. Bunting reported that a Finance Committee is scheduled immediately following tonight's Board Meeting.

Mr. Rukaj reported that a Policy Committee Meeting is scheduled on February 25.

Mrs. Laforgia reported that she met with Mrs. MacKay and Mr. Ceurvells to discuss scheduling a Crisis Management Committee Meeting and Agenda.

Mrs. Becker reported that a Personnel/Goals/Evaluation Committee Meeting will be scheduled in the near future.

Mr. Butto reported that an Extracurricular Committee Meeting will be scheduled some time this month.

Mrs. Kilday reported that an Education Committee Meeting is scheduled on February 26.

#### **BOARD COMMENTS**

Mrs. Becker thanked the Student Board Representatives for the informative reports.

#### **PUBLIC DISCUSSION**

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

Members of the public addressed the Board regarding their concerns about the plan to restructure Building Supervisors.

B. Moved by KILDAY Seconded BUNTING to re-enter the Action/Work Session.

**ANTICIPATED FUTURE MEETING DATES**

Mr. Becker announced anticipated future meeting dates as follows:

Monday, February 25, 2019, Regular Public Meeting, District Conference Room, 8 P.M.

**ADJOURNMENT**

Moved by KILDAY Seconded: BUNTING to adjourn at 9:50 P.M.

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Eric David Becker  
Board President

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Frank C. Ceurvels  
Business Administrator/Board Secretary