

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

ACTION/WORK SESSION MINUTES

March 11, 2019

District Conference Room

Roll Call – Executive Session

Upon roll call at 7 P.M., the Board members responded as follows: Mmes. Becker (ABSENT), Kilday, Laforgia, and Quinlan. Messrs. Becker (ABSENT), 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 vice president at 7 P.M. Mrs. Kilday announced that adequate notice of the meeting has been posted and published as required by law.

A motion was made by Mr. Rukaj 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 (ABSENT), Kilday, Laforgia, and Quinlan. Messrs. Becker (ABSENT), 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 vice president at 8 P.M. Mrs. Kilday 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. Kilday 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. Kilday invited Mr. Ferro, RHS, Student Alternate Board Representative, to present his report as follows: 1) the Spring Athletic Teams started practices last week; 2) the RHS Academic Decathlon Team will be competing in the National Academic Decathlon event in MN; 3) the RHS & IHHS DECA Teams will be competing in the National Competition in FL; 4) the Fed Challenge is scheduled on Wednesday, March 13; 5) on Friday, March 15, the Music Department will be performing at Disney World; and 6) Congratulations to Andrew Gao and Stephanie Goodrich for being named the Valedictorian and Salutatorian, respectively.

SUPERINTENDENT'S REPORT

Mrs. MacKay extended congratulations to Ms. Staci Anson for being selected as one of the 2019 Women's History Month honorees by The Commission and Junior Commission on the Status of Women, and to Ms. Kathleen Robinson for being recognized as the 2019 College Board Counselor for her exemplary work as a professional School Counselor.

Mrs. MacKay congratulated all of the Academic Decathletes for their performances in the Regional Competition. She stated that unfortunately the State Competition was cancelled due to inclement weather.

BUSINESS ADMINISTRATOR'S REPORT

Mr. Ceurvels reported on District capital projects/initiatives as follows: 1) Resolution OP4 is the resolution to reject the bids received for the Purchase of Apple devices; Mr. Ceurvels stated that the District will review the purchase of Apple computers next year; 2) Resolution OP5 is the resolution to approve the Agreement between the District and Downes Tree Service for the removal and maintenance of trees at both high schools; 3) Resolution F2 is the resolution to approve the 2019-20 Proposed Budget for submission

to the Interim Executive County Superintendent; and 4) the Public Budget Hearing is scheduled on April 29.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

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

A member of the public addressed the Board regarding her request for documents.

B. Moved by BUTTO Seconded BUNTING 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 – PO1

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>
Gregg Cobb	.79 One-to-One Instructional Aide/IHHS	Step 4	10 months	4/08/19 - 6/30/19	\$22,405 ^{1/2}

¹Pro-rated

²Replacement for David Heitman

P2. To approve the 1/2 sixth period teaching assignment for Lauren Bergrin, District Graduation Portfolio Development, at the contractual stipend of \$4,765, pro-rated, effective for the period March 12 – May 10, 2019.

P3. To approve the request for an unpaid Family Leave of Absence for John Williams, RHS, Custodian, effective March 4 - April 15, 2019, utilizing The Family and Medical Leave Act (FMLA).

P4. To approve the appointment of Daniel Sutherland as District Title VI Officer effective for the 2018-19 School Year.

P5. To approve the appointment of District staff to serve as a mentor 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>	
Cassandra Zalarick/Math	Lauren Damstrom ¹

¹Effective March 11 - June 30, 2019

P6. To approve the appointment of the following individuals listed below as Substitute Teachers 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 applicable:

Daniel D’Amico	District
Marwin Rapkin	District
Victoria Summers	District

P7. To approve the appointment of Spring Production Staff, effective for the 2018-19 School Year. Further move to approve the 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.*

Ramapo High School

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Christopher DeWilde	Orchestra Musician	\$400
Emily Reitter	Orchestra Conductor	500
David Russell	Orchestra Musician	400

P8. To approve the appointment of a Volunteer Coach, effective for the 2018-19 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>
Douglas Wolfe/RHS	Girls’ Lacrosse

P9. To accept, with regret, the resignations of District staff as follows:

<u>Name</u>	<u>Effective Date</u>
David Heitman/IHHS, .79 One-to-One Instructional Aide	March 15, 2019
Danielle Maglietta/IHHS, Math Teacher	July 1, 2019

EDUCATION

E1. To approve 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>
Franklin Avenue Middle School	RHS & IHHS Middle School Transition	March 26, 2019	\$212.11
Bottagra Restaurant, Hawthorne	RHS Italian	March 27, 2019	0
Horizons on Hudson, Newburgh	RHS Interact	March 27, 2019	\$0
Arcadia, CA	RHS Spring Track	April 4 - 7, 2019	0
Liberty Science Center	IHHS Physical Science	April 16, 2019	752.27

NJIT, Newark	RHS Panasonic Challenge	April 16, 2019	\$284.22
Liberty Science Center	RHS Forensic Science	April 17, 2019	0
Passaic County Community College	RHS Robotics	May 7, 2019	752.27
Passaic County Community College	RHS Robotics	May 9, 2019	752.27
Hershfield Park, Pompton Lakes	IHHS UP Biology	May 9, 2019	142.11

E2. To approve a District student field trip and transportation cost for the 2019-20 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
East Stroudsburg University, PA	RHS Marching Band	August 3 - 8, 2019	\$1,222.36

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>
422580	IHHS	9
421191	IHHS	10
420525	IHHS	11

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>
070904	Barnstable Academy	\$18,480.00 ¹

¹Pro-rated for 63 days

E5. To approve the 2019-20 *Student Calendar*.

E6. To approve the Harassment, Intimidation, & Bullying student consequences imposed during the 2018-19 School Year as a result of the HIB Investigation for RHS-HIB 2018-013.

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:

Ramapo High School

Coolidge PTO Wizards Basketball Fundraiser; Gymnasium and Locker Rooms; March 31, 2019; 12 - 7 P.M.

OP2. 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 uses and the request to waive Facilities Fees as follows:

Ramapo High School

American Cancer Psychic Fundraiser; Auditorium; April 14, 2019;
Society Relay for Life 7 - 9:30 P.M.

OP3. To approve the resolution as follows:

BE IT RESOLVED that the Ramapo Indian Hills Regional High School District Board of Education (hereinafter referred to as the "Board") hereby adopts and approves the terms, stipulations, and conditions as established in the Sidebar Agreement by and between the Board and the Ramapo Indian Hills Education Association, which is incorporated herein by reference, and agrees to be bound thereby. The Board President and the Board Secretary are hereby authorized and directed to execute the attached Sidebar Agreement and any other documents necessary to effectuate said Sidebar Agreement.

OP4. To approve the resolution as follows:

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education ("the Board") advertised for bids for the Purchase of Apple Inc. Devices and;

WHEREAS, on February 22, 2019 the Board received two bids for the Purchase of Apple Inc. Devices, as reflected on the attached bid tabulation sheet and;

WHEREAS, the bids are substantially lower than the estimated market value as determined by the Administration, and as such, are unreasonable;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the bids received for the Purchase of Apple Inc. Devices pursuant to N.J.S.A. 18A:18A-22(a), as the bids received are substantially lower than the estimated Market value as determined by the Administration.

OP5. To approve the Agreement between Downes Tree Service, Inc. and the Ramapo Indian Hills Regional High School District Board of Education in the amount of \$151,652.50 for the removal and maintenance of trees at Indian Hills and Ramapo High Schools, in accordance with a tree assessment performed by Amy S. Greene Environmental and endorsed by the Oakland and Franklin Lakes Shade Tree Commissions. Pricing has been established through the Hunterdon County Educational Services Commission/ Contract No. HCESC-SER-12H2.

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>
IH18-64	Wehran	WL Roundtable	March 18, 2019	\$4.65
IH18-65	Heusser	Rutgers University Conference	April 5, 2019	68.48
IH18-66	Stanczak	NJCTE Spring Conference	March 30, 2019	70.17
IH18-67	Murphy	NPTNJ Capstone Conference	May 17, 2019	48.36
IH18-68	Paravati	Academic Decathlon Nationals	April 24 - 27, 2019	1,141.00
IH18-69	Robinson	NACAC Conference	September 25 - 27, 2019	1,419.10
IH18-70	Frissora	NJCTE Conference	March 30, 2019	60.00
R18-62	Gaspar	Great Thai	March 22, 2019	70.00
R18-63	Mola	School Law for Admin. Assts.	April 24, 2019	165.00
R18-64	Schwarz	NJCTE Conference	March 30, 2019	75.00
R18-65	Wiese	Next Generation Science Standards	March 13 - 14, 2019	479.34
R18-66	Wiese	DASA	March 29, 2019	111.20

F2. To approve the resolution as follows:

BE IT RESOLVED to approve the tentative FY20 School District Budget for submission to the Interim Executive County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$58,022,810	\$50,862,005
Total Special Revenue Fund	\$440,753	N/A
Total Debt Service Fund	\$1,567,300	\$1,567,300
TOTAL	\$60,030,863	\$52,429,305

F3. To approve 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 2019-20;

WHEREAS, the Ramapo Indian Hills Regional High School District appropriated \$90,000 for travel during the 2018-19 School Year and has spent \$56,104 as of March 8, 2019.

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 2019-20 School Year at the sum of \$90,000.

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

POLICY

PO1. To approve the first reading of revised District Policies as follows:

<u>Policy Title</u>	<u>Policy No.</u>
Domestic Violence	1581
Removal of Students for Firearms Offenses	5611
Assaults on District Board of Education Members or Employees	5612
Removal of Students for Assault with Weapons Offenses	5613
School District Security	7440
Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	8461
Memorials	8860

P1 – PO1

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

COMMITTEE REPORTS

Mr. Kinney reported that the members of the Negotiations Committee will be meeting with the representatives of the RIHAA on Wednesday, March 13.

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

Mr. Bunting reported that the members of the Finance Committee met on March 8 to review the 2019-20 proposed budget. A Finance Committee Meeting is scheduled on April 23 to continue discussions on the 2019-20 proposed budget.

Mrs. Quinlan reported that the Facilities Committee Meeting was cancelled and will be re-scheduled in the near future.

Mrs. Laforgia reported that a Crisis Committee Meeting is scheduled on March 22, 7:30 A.M.

Mr. Butto reported that an Extracurricular Committee Meeting is scheduled on March 18.

Mrs. Kilday reported that an Education Committee Meeting is scheduled on March 19.

BOARD COMMENTS

Mr. Kinney asked Mrs. MacKay for an update on the District's Strategic Plan. Mrs. MacKay stated District administrators have discussed the Strategic Plan – some of the discussion points are: changes in enrollment figures; a possible imbalance between the two high schools; the Long-Range Facilities Plan; and the Special Education Plan. A Committee will be formed to discuss these issues. She also stated that strategic planning will begin some time during the 2019-20 School Year. The District can consider engaging a New Jersey School Boards Association consultant to assist the District in this initiative. The process can take between 6-8 months.

Mr. Bunting congratulated the RHS and IHHS Track Teams and the RHS Boys' Basketball Team.

Mr. Butto congratulated all of the Winter student athletes for their achievements.

Mrs. Kilday congratulated the Winter student athletes and the Academic Decathlon Teams.

PUBLIC DISCUSSION

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

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

ANTICIPATED FUTURE MEETING DATES

Mrs. Kilday announced anticipated future meeting dates as follows:

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

ADJOURNMENT

Moved by QUINLAN Seconded: RUKAJ to adjourn at 8:45 P.M.

Teresa Kilday
Board Vice President

Frank C. Ceurvels
Business Administrator/Board Secretary