

AGENDA**NORTH HALEDON BOARD OF EDUCATION PUBLIC HEARING ON THE 2018-2019 SCHOOL BUDGET**

April 25, 2018

7:00 PM

I. Call to Order by President Griffo**II. Pledge of Allegiance****III. Roll Call****Also present:** Mr. Nicholas Coffaro, Superintendent of Schools

Ms. Debra Andreniuk, Business Administrator/Board Secretary

IV. Open Public Meeting Notice

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies, at which any business affecting their interests is discussed or acted upon. The notice requirements of the "Open Public Meetings Act" of the State of New Jersey have been satisfied by the inclusion of the date, time, place and purpose of this Workshop/Action Meeting in a legal advertisement in the Hawthorne Press (January 18, 2018), The Record (January 12, 2018) and The Star Ledger (January 20, 2018) with copies posted at the North Haledon Municipal Building, Memorial and High Mountain Schools. The Notice was also filed with the Borough Clerk of North Haledon, posted on the District's website and sent to those requesting that such a noticed be mailed to them.

V. Presentations**A. Proposed 2018-2019 North Haledon School District Budget-Mr. Nicholas Coffaro, Superintendent and Mrs. Debra Andreniuk, Business Administrator/Board Secretary****VI. Public Hearing on the 2018-2019 School Budget****A. Motion to Open Public Hearing on the 2018-2019 Budget****B. Motion to Close Public Hearing on the 2018-2019 Budget****C. Executive Session**

WHEREAS C231, P.L. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in executive or private sessions under certain, limited circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such as executive or private session;

THEREFORE, BE IT RESOLVED BY THE NORTH HALEDON BOARD OF EDUCATION that:

1) The Board has determined that it is necessary to meet in Executive Session on April 25, 2018 at ____ p.m. to discuss:

1. matters related to collective bargaining agreements;
2. personnel matters related to employment, unless the individuals involved have requested in writing that the matters be discussed in public.

2) The Board will make public the matter(s) discussed if and when confidentially in no longer required.

3) The Board will take action pursuant to said discussion at a public meeting.

D. Finance

1. Adoption of 2018-2019 North Haledon School District Budget

BE IT RESOLVED, upon the recommendation of the Superintendent and the Business Administrator, the Board hereby adopts the 2018-2019 North Haledon School District Budget as introduced by the Board at its March 28, 2018 meeting and subsequently reviewed and approved by the Passaic County Superintendent, and advertised on Thursday, April 12, 2018 in The Hawthorne Press and Monday, April 16, 2018 in The Record in accordance with the statute and code as follows:

General Operating (Fund 10)	\$ 10,174,675.00
Special Revenue (Fund 20)	\$ 227,420.00
Debt Service (Fund 40)	\$ 1,479,800.00

BE IT FURTHER RESOLVED, the revenue required for this budget includes:

General Fund Tax Levy	\$ 9,424,003.00
Debt Service Tax Levy	\$ 1,479,800.00

VII. Approval of Minutes

BE IT RESOLVED that the Board of Education approves the minutes from the Workshop Meeting and Executive Meeting held on March 14, 2018 and the Regular Meeting and Executive Meeting held on March 28, 2018.

VIII. Correspondence

Letter from NHEA regarding teachers not making up 2 snow days will not set "past practice" for future.

IX. Superintendent's Report

A. Enrollment

- Memorial -
- HMS -
- Total in district -

B. HIB Report

March 2018 Report

X. Representative's Report

Committee	Members	Reports
Board of Recreation	Ms. Manning	
Borough Council	Ms. Leto	
Planning Board	Ms. LaCognata	
PCSBA/NJSBA	Ms. DeNova	
N.R.E.S.C.	Ms. DeNova	

XI. Petitions of Citizens on Agenda Items Only

- A. Motion to Open the Floor
- B. Motion to Close the Floor

XII. Finance

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: A) Approval of District Claims; B) Approval of Transfer of Funds for March 31, 2018; C) Approval of 2018-2019 North Haledon School District Budget; D) Acceptance of Monthly Financial Reports for March 31, 2018; E) Approval of Revised Maximum Travel Expenditure; F) Acceptance of Sustainable Jersey for Schools Grant for High Mountain School; G) Acceptance of Sustainable Jersey for Schools Grant for Memorial School

A. Approval of District Claims

Resolved that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education approves the attached lists of claims for March in the total amount of \$ 796,313.92 be approved for payment, as follows:

i. General Operating Fund	(Funds 10,11&12)	\$ 752,367.20
ii. Special Revenue Fund	(Fund 20)	\$ 23,666.34
iii. Capital Projects Fund	(Fund 30)	\$ 0.00
iv. Debt Service Fund	(Fund 40)	\$ 0.00
v. Enterprise Fund	(Fund 60)	\$ 20,280.38

B. Approval of Transfer of Funds for March 31, 2018

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education approves the transfer of funds in accordance with the attached list of adjustments for the month of March 31, 2018. The Board also authorizes the Superintendent to make interim transfers and report them at the next Board Meeting.

C. Approval of 2018-2019 North Haledon School District Budget

BE IT RESOLVED, upon the recommendation of the Superintendent and the Business Administrator, that the Board hereby approves the corrected proposed North Haledon School District Budget for the 2018-19 school year as follows:

GENERAL EXPENSE BUDGET	\$ 10,174,675.00
SPECIAL REVENUE BUDGET	\$ 227,420.00
DEBT SERVICE BUDGET	\$ 1,479,800.00
TOTAL	\$ 11,881,895.00; and

BE IT FURTHER RESOLVED, the revenue required for this budget shall include:

GENERAL FUND TAX LEVY	\$ 9,424,003.00
DEBT SERVICE TAX LEVY	\$ 1,479,800.00; and

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator, to submit the proposed budget to the Executive County Superintendent of Schools, in the form prescribed by the New Jersey Department of Education, for review and approval, and that upon said approval, the Business Administrator shall cause the budget to be advertised and posted as required by statute and code, in preparation for the Public Hearing on the proposed 2018-19 Budget, to be held at the regular meeting of the North Haledon Board of Education on April 25, 2018 at 7:00 pm, in the Cafeteria of Memorial School.

D. Acceptance of Monthly Financial Reports for March 31, 2018

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of

Education accepts the Board Secretary's and Treasurer's Reports for the month ending March 31, 2018 and has determined that they are in agreement;

Furthermore, resolved that, the Board of Education acknowledges receipt of the Board Secretary's certification, as noted below:

Pursuant to N.J.A.C.6A-16.10(c)3 and 4, I certify that as of March 31, 2018, no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the North Haledon School District Board of Education, pursuant to N.J.A.C. 18A 22-8 and 18A 22-8.1

Furthermore resolve that pursuant to N.J.A.C. 6A 23A-16.10(c), the Board of Education certifies that as of March 31, 2018, after the review of the Board Secretary's monthly financial report, appropriation section, and upon consultation with appropriate district officials, and to the best of our knowledge no major account fund has been over-expended in violation of N.J.A.C. 6A 23A-16.10(b), that sufficient funds are available to meet the district's financial obligations for the remainder of the school year and that in accordance P.L.2004 Ch.73, budgetary transfers cumulatively in excess of 10% that require the approval of the Commissioner of Education are listed below and the required approval by the Executive County Superintendent of Schools has been requested above.

E. Approval of Revised Maximum Travel Expenditure

WHEREAS, travel/conferences/workshops and expense reimbursement (expenditures and encumbrances) has reached a total amount \$ 5,720 as of April 3, 2018; and

WHEREAS travel/conferences/workshops and expense reimbursement was approved by the North Haledon Board of Education for the 2017-18 school year at \$19,400;

BE IT FURTHER RESOLVED, WHEREAS, North Haledon Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and THEREFORE, BE IT RESOLVED, that the North Haledon Board of Education hereby establishes the school district travel maximum for the 2018-2019 school year not to exceed \$19,800 and that the Business Administrator / Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

F. Acceptance of Sustainable Jersey for Schools Grant for High Mountain School

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts a \$2,000.00 Sustainable Jersey for Schools Grant from the 2018 grants cycle funded by the PSEG Foundation for High Mountain School. This grant money will be used to increase recycling efforts by adding small recycling cans into each classroom, large recycling cans in the cafeteria and hallways and two large recycling dumpsters on wheels for collecting recycling.

G. Acceptance of Sustainable Jersey for Schools Grant for Memorial School

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts a \$2,000.00 Sustainable Jersey for Schools Grant from the 2018 grants cycle funded by the PSEG Foundation for Memorial School. This grant money will be used to increase recycling efforts by adding small recycling cans into each classroom, large recycling cans in the cafeteria and hallways and two large recycling dumpsters on wheels for collecting recycling.

XIII. Personnel

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: A) Acceptance of Retirement; B) Approval of Job Description: SAC Coordinator; C) Approval of Job Description: Library Media Specialist; D) Approval of Job Description: Maintenance Person; E) Approval of Medical Leave of Absence; F) Amendment of Leave of Absence; G) Approval of Temporary Part-Time Custodial Staff; H) Approval of Home Instruction; I) Approval of Home Instruction; J) Approval of Home Instruction; K) Acceptance of Resignation; L) Acceptance of Resignation; M) Approval of Memorandum of Agreement with the NHEA; N) Approval of Abolishment of Custodial Staff

A. Acceptance of Retirement

Resolve that upon the recommendation of the Superintendent, the Board of Education regrettfully accepts the letter of request for retirement of Robert Hebenstreit effective June 30, 2018.

B. Approval of Job Description: SAC Coordinator

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the job description for the Student Assistance Counselor/Substance Awareness Coordinator (K-8).

C. Approval of Job Description: Library Media Specialist

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the job description for the Library/Media Center Specialist (K-8).

D. Approval of Job Description: Maintenance Person

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the job description for Maintenance Person.

E. Approval of Medical Leave of Absence

Resolve that upon the recommendation of the Superintendent, the Board of Education approves a leave of absence under the Family Medical Leave Act for full-time Aide, Angelita Lauricella due to her own serious health condition. Ms. Lauricella's leave will be effective May 30, 2018 through June 22, 2018. This leave shall be provided without pay but with a continuation of medical benefits.

Be it further resolved that Ms. Lauricella's anticipated return to work day shall be September 4, 2018.

F. Amendment of Leave of Absence

Resolve that upon the recommendation of the Superintendent, the Board of Education amends the return to work date for Part-Time Non-Instructional Aide, Joyce Portela from late April 2018 to an unknown date pending doctor approval.

G. Approval of Temporary Part-Time Custodial Staff

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of Temporary Part-Time Custodian staff, Mr. Juan Cazorla at a rate of \$16.00 per hour not to exceed 25 hours per week. Pending favorable outcome of criminal history check, Mr. Cazorla will start on or about April 23, 2018 and go through June 22, 2018.

H. Approval of Home Instruction

Resolve that upon the recommendation of the Superintendent, the Board of Education approves Home Instruction for Student #24061 by Alexandra Questa, for five (5) hours per week and Anita Kocovski, for five (5) hours per week starting April 20, 2018 at \$50.00 per hour.

I. Approval of Home Instruction

Resolve that upon the recommendation of the Superintendent, the Board of Education approves Home Instruction for Student #23336 by Alexandra Questa, for two (2) hours on April 24, 2018 and two (2) hours on April 25, 2018 at \$50.00 per hour.

J. Approval of Home Instruction

Resolve that upon the recommendation of the Superintendent, the Board of Education approves Home Instruction for Student #10003 by Kim Tanis, for five (5) hours per week and James Gaffney, for five (5) hours per week starting on April 24, 2018 at \$50.00 per hour.

K. Acceptance of Resignation

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the resignation of Part-Time Custodian Jordan Bice effective April 21, 2018.

L. Acceptance of Resignation

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the resignation of Part-Time Instructional Aide Zonia Meneses effective June 22, 2018.

M. Approval of Memorandum of Agreement with the NHEA

Resolve that upon the recommendation of the Negotiations Committee with respect to a collective negotiations agreement between the Board of Education and the North Haledon Education Association for the period of July 1, 2018-June 30, 2021, the Board of Education hereby approves the Memorandum of Agreement, with salary guides, between the parties dated February 28, 2018.

N. Approval of Abolishment of Custodial Positions

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the abolishment of six (6) FTE custodial positions for reasons of economy and efficiency, effective June 30, 2018.

XIV. Policy

None

XV. Facilities & Services

BE IT RESOLVED, upon the recommendation of the Superintendent and the Business Administrator, the Board hereby approves motion: A) Approval of District Facilities Use; B) Acknowledgment of School Bus Evacuation Drill; C) Approval of C.R. Construction Co., Inc. Invoice # 419

A. Approval of District Facilities Use

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education hereby approves the following use of district facilities subject to non-conflicting events.

<u>Organization</u>	<u>Day</u>	<u>Times</u>	<u>Location</u>	<u>Purpose</u>
NH Rec Dept.	3/29/2018	6:00-7:30pm	HMS - Gym	Basketball Practice
NH Rec Dept.	4/11/18, 4/18, 4/23, 4/25, 5/2, 5/9, 5/16, 5/23, 5/30, 6/6	7:30-9:30pm	Memorial - Gym	Basketball Practice
NH Board of Health	Oct 16, 2018	2:30-7:30pm	HMS - Multi-Purpose Room	Yearly Flu Clinic
Student Council	May 4, 2018	7:00-10:00pm	HMS - Multi-Purpose Room	Dance
Little Steps to Learning	June 22, 2018	5:30-8:30pm	Memorial - Gym	Preschool Graduation
New Beginnings	June 12, 2018	5:00-8:00pm	Memorial - Multi-Purpose Room	End of Year Art Show

B. Acknowledgment of School Bus Evacuation Drill

WHEREAS, School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school; and

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and

WHEREAS, drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill; Resolve that upon the recommendation of the Superintendent, the Board of Education acknowledges that a school bus emergency evacuation drill was held on April 9th, 2018 between 8:00AM-8:15AM at High Mountain School. This drill was supervised by Antonella Lind and included bus route #1172F.

C. Approval of C.R. Construction Co., Inc. Invoice #419

Resolve that upon the recommendation of the Superintendent and the Business Administrator the Board of Education approve the attached invoice # 419 for the amount of \$12,989.35 from C.R. Construction Co. Inc., for emergency repair work performed on April 16, 2018.

XVI. Curriculum

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion: A) Approval of Travel, Conference, Workshops & Related Expenses; B) Approval of Services; C) Approval of Field Trips; D) Approval of High Mountain School Make-up Day

A. Approval of Travel, Conference, Workshops & Related Expenses

Resolve that upon the recommendation of the Superintendent, the Board of Education approves reimbursement and expenses previously approved by the Superintendent for the following staff development, training, workshops, conferences and/or seminars as they are directly related to and within the scope of the participant's duties and are critical to the instructional needs and/or efficient operation of the district. The travel expenses are justified and within the guidelines established by the New Jersey Department of Education accountability regulations.

<u>Date</u>	<u>Participants</u>	<u>Workshop</u>	<u>Location</u>	<u>Fee</u>	<u>Sub Needed</u>	<u>Other Costs</u>
June 5-7, 2018	Debra Andreniuk	NJASBO Annual Conference	Atlantic City, NJ	\$275.	No	Hotel \$228.00 Meals \$160.00, Mileage & Tolls
April 27, 2018	Lucy DeNova	I-STEAM NASA Field Trip	Greenbelt, MD	\$129	No	None
April 27, 2018	Jessica Leto	I-STEAM NASA Field Trip	Greenbelt, MD	\$129	No	None
April 25, 2018-2019	Debra Andreniuk	Fred Prior Seminars; One Year Unlimited Training	Online Courses	\$199	No	None
April 25, 2018-2019	Marybeth Miller	Fred Prior Seminars; One Year Unlimited Training	Online Courses	\$199	No	None
April 25, 2018-2019	Christine Casano	Fred Prior Seminars; One	Online Courses	\$199	No	None

		Year Unlimited Training				
May 2, 2018	Melissa Tait	Affirmative Action Workshop	Monroe Township, NJ	\$150	No	Mileage & Tolls

B. Approval of Services

Resolve that upon the recommendation of the Superintendent, the Board of Education approves Platt Psychiatric Associates to perform student evaluation services for Student ID#24061 in the amount of \$625.00.

C. Approval of Field Trips

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the following field trips as noted below:

<u>Grade</u>	<u>Location</u>	<u>Fee</u>
5-8th Grade Student Council	Belmont Grill & Holly’s Ice Cream Parlor, North Haledon, NJ	\$0. Student Council covering costs
3rd Grade	Turtle Back Zoo, West Orange, NJ	\$15.50 Collected per student

D. Approval of High Mountain School Make-up Day

Resolve that upon the recommendation of the Superintendent, the Board of Education approves High Mountain School's make-up day of Monday April 16, 2018 to take place on Saturday April 28, 2018. This day is being added due to the emergency closing of High Mountain School.

XVII. Petition of Citizens

Members of the public may speak once for a maximum period of three minutes by the clock during this portion of the meeting. The public may speak on any topic during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Depending on the nature and complexity of the question, it may or may not be answered during the meeting and, if so, only after the member of the public has completed their comments or reached their allotted time. We also recognize that everyone has the freedom to speak but advise you that anything said in public may have legal ramifications. There is no protection regarding statements made by the public. Please state your name, address, and if applicable, group affiliation and sign in before you begin.

A. Motion to Open the Floor

B. Motion to Close the Floor

XVIII Old Business

None

XIX. New Business

XX. Future Meetings and Important Dates

May 9, 2018	Workshop Meeting	7:00pm

May 22, 2018	Regular Meeting	7:00pm
June 13, 2018	Workshop Meeting	7:00pm
June 27, 2018	Regular Meeting	7:00pm

XXI. Adjournment

The meeting adjourned at