

## AGENDA

### NORTH HALEDON BOARD OF EDUCATION REGULAR MEETING

May 22, 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. Approval of Minutes**

BE IT RESOLVED that the Board of Education approves the minutes from the Regular Meeting and Executive Sessions held on April 25, 2018. ([Budget Hearing Meeting Minutes-April 25, 2018.pdf \(Attached\)](#)), ([First Executive Session-April 25, 2018.pdf \(Attached\)](#)), ([Second Executive Session-April 25, 2018.pdf \(Attached\)](#))

**VI. Correspondence**

None

**VII. Superintendent's Report**

None

**A. Enrollment**

- Memorial-
- HMS-
- Total in district-

**B. HIB Report**

April 2018 Report

**VIII. Presentations**

## IX. Petitions of Citizens on Agenda Items Only

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

## X. 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 April 30, 2018; C) Acceptance of Monthly Financial Reports for April 30, 2018; D) Approval of NJSIG North Jersey Educational Insurance Fund Indemnity and Trust Agreement Renewal; E) \*\*\* *Approval of Renewal of Food Service Management Company Contract* \*\*\*; F) \*\*\* *Approval of Safety Grant for 2018-2019* \*\*\*; G) \*\*\* *Approval of Lease Renewal with Gammon Schools* \*\*\*

### 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 April in the total amount of \$ 870,171.32 be approved for payment, as follows:

i. General Operating Fund (Funds 10,11&12)	\$ 836,878.75
ii. Special Revenue Fund (Fund 20)	\$ 15,608.62
iii. Capital Projects Fund (Fund 30)	\$ 0.00
iv. Debt Service Fund (Fund 40)	\$ 17,683.95

[\(Bill List-May 2018.pdf \(Attached\)\)](#)

### B. Approval of Transfer of Funds for April 30, 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 April 30, 2018. The Board also authorizes the Superintendent to make interim transfers and report them at the next Board Meeting.

[\(April Transfers.pdf \(Attached\)\)](#)

### C. Acceptance of Monthly Financial Reports for April 30, 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 April 30, 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 April 30, 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 April 30, 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.

(Treasurer's Report 4-30-18.pdf (Attached),  
Board Secretary's Report April 2018.pdf (Attached))

D. Approval of NJSIG North Jersey Educational Insurance Fund Indemnity and Trust Agreement Renewal

**WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

**WHEREAS**, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

**WHEREAS**, the North Haledon Board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

**WHEREAS**, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

**WHEREAS**, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

**WHEREAS**, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

**NOW THEREFORE, BE IT RESOLVED, THAT:**

1. This agreement is made by and between NJSIG and the Educational Institution;
2. The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2018, and ending July 1, 2021 at 12:01 a.m.;
3. In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
4. The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
5. NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
6. By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
7. The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
8. The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG’s Plan of Risk Management;
9. The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
10. If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney’s fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;

11. The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
12. The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Renew Membership to NJSIG.

E. \*\*\* Approval of Renewal of Food Service Management Company Contract \*\*\*

Be it resolved that the Board of Education of North Haledon upon the recommendation of the Business Administrator approves the renewal of the Food Service Management Company base contract with Maschio's Food Service, Inc. for the 2018-2019 School Year as follows:

- The Annual Management Fee for the 2018-2019 School Year is \$8,141.00, per Article 1B.1 for the Contract Addendum.
- Maschio's Food Service, Inc. guarantees a return to the North Haledon Board of Education in the amount of \$15,000.00, per Article 1B.2 and 3 for the Contract Addendum.

It is further approved, that the student paid meal price for 2018-2019 school year be established as \$2.90 in accordance with the requirements of the "Weighted Average Price Requirement" established by the National School Lunch Program, the student reduced lunch price is \$0.40, and the adult lunch price at \$ 3.40.

F. \*\*\* Approval of Safety Grant for 2018-2019 \*\*\*

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education accepts the 2018-2019 Safety Grant in the amount of \$ 4,041.70 from the New Jersey School Boards Insurance Group for the improvement of the district security systems.

G. \*\*\* Approval of Lease Renewal with Grammon Schools \*\*\*

Resolve that upon the recommendation of the Superintendent and the Business Administrator the Board of Education approves the lease renewal with Gramon Schools for lease of classroom and provision of ancillary services for New Beginnings Annex IV program as outlined in the attached contract in the amount of \$25,000. ([NB Annex IV Lease 2018-2019.pdf \(Attached\)](#))

## XI. Personnel

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: A) Approval of Substitute List; B) Approval of Medical Leave; C) Acceptance of Retirement; D) Acceptance of Resignation; E) Amendment of Maternity Leave; F) Approval of Termination; G) Approval of Enrollment of Child of Non-Resident Staff; H) \*\*\* *Acceptance of Resignation* \*\*\*; I) \*\*\* *Approval of Full-Time Instructional Aide* \*\*\*; J) \*\*\* *Approval of Graduate Level Coursework* \*\*\*; K) \*\*\* *Appointment of New Hires* \*\*\*; L) \*\*\* *Approval of Homework Club Staff* \*\*\*; M) \*\*\* *Appointment of Musteba Toska to 12 month Maintenance Worker Position* \*\*\*

A. Approval of Substitute List

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the attached list of substitutes for the 2017-2018 School Year. ([Substitute List - May 2018.pdf \(Attached\)](#))

B. Approval of Medical Leave

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the medical leave of Joshua Schneider effective April 27, 2018 through May 17, 2018 due to a serious health condition. This leave shall be with pay and with a continuation of medical benefits, utilizing 15.5 sick days. ([Medical Letter - Schneider.pdf \(Attached\)](#))

C. Acceptance of Retirement

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the retirement of Joshua Schneider effective June 1, 2018. ([Retirement - Schneider.pdf \(Attached\)](#))

D. Acceptance of Resignation

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the resignation of Janice Galiano effective June 30, 2018. ([Resignation Letter - Galiano.pdf \(Attached\)](#))

E. Amendment of Maternity Leave

Resolve that upon the recommendation of the Superintendent, the Board of Education amends maternity leave for Kristina Meyers ("Meyers"). Meyers will be granted a paid leave of absence using accumulated sick time from April 11, 2018 through and including May 10, 2018, in connection with the birth date of her child on April 26, 2018. During this period, Meyers will use 21.5 accumulated sick days.

Be it further resolved at the end of her presumptive period of disability, Meyers shall be granted a child-rearing leave of absence under the Family Medical Leave Act and NJ Family Leave Act which shall extend from May 10, 2018 through October 24, 2018. This leave shall be provided without pay.

Be it further resolved that Meyer's anticipated return to work day shall be October 25, 2018.

F. Approval of Termination

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the termination of part-time non-instructional aide, Rosa Navio effective April 26, 2018.

G. Approval of Enrollment of Child of Non-Resident Staff

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the enrollment of a non-resident child of staff member, Mr. Ron Pokryska, into Kindergarten for the 2018-2019 School Year.

H. \*\*\* Acceptance of Resignation \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board of Education accepts the resignation of Juan Cazorla effective May 11, 2018. ([Resignation Letter - Cazorla.pdf \(Attached\)](#))

I. \*\*\* Approval of Full-Time Instructional Aide \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board of Education retroactively approves the appointment of Mr. Michael Ring as a Full-Time Instructional Aide at a rate of \$16.81 per hour. Pending favorable outcome of criminal history check, Mr. Ring will start on or about May 9, 2018 for the 2017-2018 School Year.

J. \*\*\* Approval of Graduate Level Coursework \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board approves Graduate Level Coursework in accordance with the terms of their negotiated agreements as follows:

<b>Name</b>	<b>Course</b>	<b>School</b>	<b>Credits</b>	<b>Term</b>
Corrie Bouma	Administrators as Change Agents & Instructional Leaders	Ramapo University	4 Credits	Summer 2018
Laura Coscia	Diversity in Children's Literacy	William Paterson University	3 Credits	Summer 2018

K. \*\*\* Appointment of New Tenured Track Staff \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of the following new tenured track staff for the 2018-2019 School Year:

<b>Name</b>	<b>Position</b>	<b>Step</b>	<b>Salary</b>
Elise Frommer	Elementary Teacher	BA-1	\$51,379
Nicole Margiotta	Middle School Math/Science Teacher	BA-1	\$51,379

L. \*\*\* Approval of Homework Club Staff \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board of Education retroactively approves teacher Nicole Margiotta as a Homework Club advisor with a pro-rated stipend for the 2017-2018 school year.

M. \*\*\* Appointment of Musteba Toska to 12 month Maintenance Worker Position \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the contract with Musteba Toska as 12 month maintenance worker for the 2018-2019 school year at an annual base salary of \$50,500.00.

XII. **Policy**

XIII. **Facilities & Services**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion: A) Approval of District Facilities Use; B) \*\*\* Approval of Travel, Conferences, Workshops & Related Expenses \*\*\*; C) \*\*\* Approval of Interlocal Agreement with Glen Rock \*\*\*; D) \*\*\* Approval of HVAC Repairs by In-Line Air Conditioning Co. Inc. \*\*\*; E) \*\*\* Approval of New Wave Environmental Services \*\*\*; F) \*\*\* Approval of Contracts with NJ Outreach/KDDS TOO, Inc. for ABA and Program Coordination Services \*\*\*

A. Approval of District Facilities Use

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

<b>Organization</b>	<b>Day</b>	<b>Times</b>	<b>Location</b>	<b>Purpose</b>
B&G Club of Hawthorne	6/6/18	6:00-7:30pm	HMS - Cafeteria	STEM Program K-4th Gr.
B&G Club of Hawthorne	6/7/18	6:00-7:30pm	HMS - Cafeteria	STEM Program 5-8th Gr.
Borough of NH	6/25/18	6:30-9:00pm	HMS - Multi Purpose Room	Discussion of installation of roadway roundabout..

B. \*\*\* Approval of Travel, Conferences, 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>
5/11/18	Debra Andrenuik	NJEIF Training Day Seminar	Hackensack, NJ	\$0	No	Mileage & Tolls
6/19/18	Debra Andrenuik	FY 2019 ESEA Consolidated Formula Subgrant Application	Haskell, NJ	\$0	No	Mileage & Tolls
6/19/18	Antonella Lind	FY 2019 ESEA Consolidated Formula Subgrant Application	Haskell, NJ	\$0	No	Mileage & Tolls
5/14/18	Antonella Lind	Special Education Symposium	Howell, NJ	\$49.00	No	Mileage & Tolls

C. \*\*\* Approval of Interlocal Agreement with Glen Rock \*\*\*

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes local school districts to enter into contracts with each other to subcontract any service which the parties to an agreement are empowered to render within their own jurisdictions; and

**WHEREAS**, the North Haledon Board of Education (“the North Haledon Board”) and the Glen Rock Board of Education (“the Glen Rock Board”) are both duly authorized to provide custodial services for their respective school districts; and

**WHEREAS**, the Glen Rock Board has subcontracted its custodial services to Aramark Management Services, L.P. (“Aramark”) to provide custodial services to the Glen Rock School District; and

**WHEREAS**, the North Haledon Board and the Glen Rock Board are of the opinion that such custodial services can be more efficiently and economically provided through a joint agreement for the sharing of such services; and

**WHEREAS**, the parties are desirous of entering into a shared services agreement which would authorize the North Haledon Board to share the services of the Glen Rock Board’s custodians with the Glen Rock Board to provide custodial services to the North Haledon Board of Education.

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The North Haledon Board agrees to enter into a Shared Services Agreement with the Glen Rock Board, which will authorize the North Haledon Board to share the services of the Glen Rock Board’s custodians, which are subcontracted through Aramark, in order to provide custodial services to the North Haledon School District at a cost not to exceed \$308,116.85 for the 2018-2019 school year. This Agreement is annexed hereto and made a part hereof.
2. The authorization to enter into this Shared Services Agreement is specifically conditioned upon the Glen Rock Board’s approval of said Agreement.
3. The North Haledon Board directs the Board President and the Board Business Administrator/Secretary to execute any necessary documents to complete the execution of this Shared Services Agreement.

(SSA with North Haledon - revised.pdf (Attached))

D. \*\*\* Approval of HVAC Repairs by In-Line Air Conditioning Co. Inc. \*\*\*

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education hereby approves the attached proposals from In-Line Air Conditioning Company Inc. for HVAC repairs in the amount of \$9,178.09. (In-Line HVAC proposals.pdf (Attached))

E. \*\*\* Approval of New Wave Environmental Services \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the services of New Wave Environmental for Mandated Safety Services & Professional Environmental Oversight for July 1, 2017 through June 30, 2018 in the amount of \$2,250.00.

F. \*\*\* Approval of Contracts with NJ Outreach/KDDS TOO, Inc. for ABA & Program Coordination Services \*\*\*

Resolve that upon the recommendation of the Superintendent, the Board of Education retroactively approves contracts with NJ Outreach/KDDS TOO, Inc. for ABA Services and Program Coordination Services for Student ID# 24063, for 7.5 hours per week of ABA Services at \$90.00 per 60 minute session and for one (1) hour per week of Program Coordination Services at \$125.00 per 60 minute session. Services will extend from May 16, 2018 through June 30, 2018. (NJ Outreach Contract - ABA #24063.pdf (Attached), NJ Outreach Contract - Pgm Coordination #24063.pdf (Attached))

**XIV. Curriculum**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion:

A) Approval of Field Trip

A. Approval of Field Trip

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

<b>Grade</b>	<b>Location</b>	<b>Fee</b>
Grade 6	Buehler Challenger and Science	\$32.00 collected



	Center, Paramus, New Jersey	per student
--	-----------------------------	-------------

**XV. 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

**XVI. Old Business**

None

**XVII. New Business**

**XVIII. Future Meeting and Important Dates**

June 13, 2018	Workshop Meeting	7:00pm
June 27, 2018	Regular Meeting	7:00pm
July 18, 2018	Regular Meeting	7:00pm
August 15, 2018	Regular Meeting	7:00pm

**XIX. 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 May 22, 2018 at \_\_\_\_ p.m. to discuss:

- 1. matters considered confidential by federal law, state statute or court rule;
- 2. matters which would impair the receipt of federal funds;
- 3. matters which constitutes an unwarranted invasion of individual privacy;
- 4. matters related to collective bargaining agreements;
- 5. matters involving the purchase, lease or acquisition of real property;
- 6. matters involving the setting of bank rates or investment of public funds where

disclosure would harm public interest.

7. tactics and techniques used in protecting the safety and property of the public;

8. matters of pending litigation or items falling within attorney-client privilege;

9. personnel matters related to employment, unless the individuals involved have requested in writing that the matters be discussed in public.

10. matters that may result in a fine or loss of license or permit.

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.

A. Motion to Go Into Executive Session

B. Motion to Close Executive Session

## XX. **Adjournment**

The meeting adjourned at