

**MINUTES**

**NORTH HALEDON BOARD OF EDUCATION REGULAR MEETING**

January 24, 2018

7:00 PM

The Meeting of the NORTH HALEDON Board of Education was held on Wednesday, January 24, 2018 at 7:00 PM in the Memorial School Cafeteria.

Present:

- Board President Anthony Griffo
- Vice President Peter TenKate
- Board Member Louis Colli
- Board Member Heather LaCognata
- Board Member Lucy DeNova
- Board Member Michele Manning
- Board Member Joseph Mannino
- Board Member Jessica Leto

Not present:

- Board Member Chirag Badami

**A. Call to Order by President Griffo**

Mr. Griffo called the meeting to order at 7:05 pm.  
 Seven members of the public were present.

**B. Pledge of Allegiance**

**C. Roll Call**

Ms.Manning arrived late at 8:05 pm.  
 Mr. Mannino arrived late at 7:10 pm.

**D. 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.**

**E. Approval of Minutes**

BE IT RESOLVED that the Board of Education approves the minutes from the Regular Meeting and Executive Meeting held on December 20, 2017.

Ms. Manning was not present for this vote.

The motion was made by Board Member LaCognata and seconded by Vice President TenKate, and with the following roll call vote:

Board President Griffo yes

Vice President TenKate yes

Board Member Colli yes

Board Member LaCognata yes

Board Member DeNova yes

Board Member Manning absent

Board Member Mannino abstain

Board Member Leto yes

the motion carried.

## F. Correspondence

### Questions/Comments:

Mr. Griffo went over some housekeeping rules for the board as stated below:

- No use of cell phones during a board meeting unless it's an emergency
- We are operating as Committee of the whole. During meetings agenda items are to be discussed by all who want to comment or have a question that wasn't already addressed.
- The agenda will be available for board members to review the Friday prior to the meeting date. Members are to review the items on the agenda and submit any questions regarding agenda items to Mr. Griffo by Monday. Please do not submit questions the day of the board meeting. Items usually have to be researched and this is very time consuming.
- There will be discussion about curriculum at every meeting whether it be a presentation from administrator or agenda item.
- Please advise parents who come to you for support to follow the chain of command in reporting a problem. Should be addressed first with the teacher, then the building Principal and if still not resolved then the Superintendent.

## G. Superintendent's Report

Student Attendance is continued to be monitored by the school Principals and is as follows:

Dec 16/17-419 absences

Dec 17/18-388 absences

Mr.Coffaro announced the passing of Executive County Superintendent Robert Davis and praised him for his years of service and support of North Haledon over the years.

Updates to Substance and Abuse Policy

- Current Policy and Regulations include "Vaping"
- Both Reg 5530 and Policy 7434 make reference to vapors and/or electronic smoking device that is used to inhale smoke or vapor.
- Similar verbiage is identified in Policy 5533
- Based on Policy 5530 there are 3 offenses that need to be added to the code of conduct for tobacco use. They are on agenda for first reading tonight.
- First Offense: immediate medical screening; notify police; 4 days suspension; loss of privileges; parent meeting with school admin. prior to return to school.
- Second Offense: immediate medical screening; up to 10 days out of school suspension; police notification; parent meeting with school admin. prior to return to school and loss of privileges.
- Third Offense: immediate medical screening; notify police and suspension pending review by BOE and Superintendent for possible expulsion from school.

There will be a vaping assembly at night on Feb 5, 2018 @ MHS 7-9 with keynote speaker, Timothy Shoemaker. Parents can register at [www.Highmountain.eventbrite.com](http://www.Highmountain.eventbrite.com). For additional information contact Mrs. Mazzola or Mrs. Conover. There will also be day assemblies on Feb 5 for grades 5-6 @ 10:15-11:45 am and for grades 7 & 8 @ 12:15-1:45 pm. Mr.Coffaro thanked Mrs. Mazzola, Mrs. Conover, our PTO, municipal alliance and BOE for their work. He also thanked Chief Bracco and police department for partnership.

## QSAC

- We submitted QSAC waiver in early January and now are awaiting the outcome. Based on the documentation we have provided we are in compliance and if we are granted the waiver, we will receive a three year pardon from QSAC audit.
- QSAC (Quality Single Accountability Continuum) monitors and evaluates five areas of compliance: fiscal; governance; instruction and programming; operations and personnel.

School Calendar for 2018-2019 is being approved on the agenda this evening. There are a total of 183 student days and 187 teachers on the calendar which is 2 less than this year but gives us additional time for building prep in summer. State mandate is 180 student days.

PARCC Testing will take place as follows this year:

- Grade 3 & 4 April 23-27
- Grade 5 April 30-May 4
- Grade 6, 7 & 8 April 30-May 4

## Student Performance Reports (SPR)

- Letters and email blast with link to review reports
- Presented a summary of SPR during Oct 2017 BOE meeting
- Go to DOE website and find the link for performance reports for our district

2017-18 Tentative Graduation date is Tuesday, June 19. Will be confirmed in April.

## Delayed opening start time change

- Currently 90 minutes (10 am) looking to change to 120 minutes (10:30 am)
- this will enable extra time to prep lots and buildings for student and staff arrival
- most districts have 2 hour delay
- Will confirm with Maschio's that enough time is available to have lunch ready and we will vote on this next meeting

Mr. Coffaro congratulated the 8th grade gifted and talented students on their 3rd place quiz bowl win today.

## Questions/Comments:

Mr. Griffo asked if student is suspended are they responsible for making up the work? Mr. Coffaro replied yes.

Mr. Mannino asked how does student receive education after they are expelled? Mr. Coffaro replied that the student could get home instruction but expulsion means they are no longer part of our district.

Mr. Mannino asked how many hours of home instruction are required and have we had anyone on home instruction past or present? Mr Coffaro replied 6 hours for gen ed and 10 hours for Sp. Ed. Yes we currently have a student on home instruction.

Ms. DeNova commented that home instruction would be a cost to the district.

Ms. DeNova asked what had to be submitted for QSAC ? Mr. Coffaro replied all of the items that were on the checklist and the application. Ms. DeNova asked if she could see checklist. Mr. Coffaro replied he will send checklist to board members.

Ms. DeNova commented in regards to the school calendar that parent conferences should not be same night as board meeting. It is not fair to parents and board members who have to miss or leave the BOE meeting.

Mr. Mannino asked what ss means on 2018-19 school calendar and if we had ss in the past. Mr. Coffaro replied single session day and yes we have single sessions days this year on our school calendar.

Ms. DeNova asked when Easter was in relation to the spring recess on the calendar. Mr. Coffaro replied that spring break will be the week prior to Easter and Monday after Easter.

Mr. Mannino asked in reference to delayed openings how much time is allotted for each period? Mr. Coffaro replied not sure but will be meeting with union reps and school administration to go over possible abbreviated schedules.

Mr. Griffo polled board members to see if there is a possible delayed opening day prior to next board meeting would it be ok for Mr. Coffaro to implement the 2 hour delay since this will not be voted on tonight? All were in agreement it would be okay.

## 1. Enrollment

- Memorial - 363
- HMS - 279
- Total - 642

## 2. HIB Report

No cases to report

## H. Presentations

Mr. Coffaro thanked Mr. Lerch, Mr. Maguire and Mrs. Lind for their presentations.

### 1. Dieter Lerch of Lerch, Vinci & Higgins-FY'17 Audit and Management Report

Mr. Lerch stated he was here to review the CAFR report which is a report of the fiscal health of the district as of 6/30/17. He went on to say that his firm issued an unqualified opinion on the district's financial statement which is the highest opinion to be received. He reviewed revenue and expenses for the 2016-17 year. He also stated that the district ended up with a \$396,000 "profit" at 6/30/17. Part of \$396k came from \$92k unbudgeted extraordinary aid and \$10k in transportation aid. At fiscal year end the combined fund balance was \$875k. This number is a combination of things including undesignated fund balance of \$352k. As of 6/30/17 statement date the district has \$223k excess surplus that must be included in the 2018/19 budget as revenue.

He also went on to commend the district in refinancing the bond debt a couple years ago which saved the district a lot of money. Mr. Lerch also stated that the district has \$100k in funds left over from the bond issue and if the district wants to spend that money on anything the district would have to go back to public to get permission.

There were no material deficiencies found during the audit but there were 2 recommendations made. The recommendations had to do with ASSA applications and student activity account checks not having 2 signatures.

#### Questions/Comments:

Ms. DeNova asked if excess surplus was from sale to lease loan? Mr. Lerch replied no it was from extraordinary aid and transportation aid. Ms. DeNova asked what can the money be used for and can it be used to pay back the loan? Mr. Lerch replied yes it can.

Mr. Mannino asked if we can still raise tax levy to the 2% and still use the money and if there are any limitations on use? Mr. Lerch replied yes can still go to 2% on tax levy and that money can be used for any legal purpose.

Mr. Griffo asked if he had heard anymore regarding the pension liability increase of \$500k we have to show on our books now? Mr. Lerch replied no and explained that the state makes a contribution on behalf of the district to the teachers pension. We are now required to disclose the amount if everyone retired.

Mr. Mannino asked what area was the most under spent to cause the fund balance? Mr. Lerch replied it was a combination of supplies, tech services, maintenance of school facilities and health benefits.

Mr. TenKate asked if the 223K has to go in budget? Mr. Lerch replied yes by law it has to go into budget and you have to have a balanced budget and as a board decide how you are going to spend it.

Mr. Griffo thanked Mr. Lerch for his presentation.

### 2. Facilities Update by John Maguire

We have had a few snowstorms and "nuisance" snow storms, each time the buildings have been cleaned up in a timely manner by our custodians with very little overtime. These snow storms have depleted our salt supply from just over 50 bags of salt to right around 25 bags. I held off on buying salt this year because I was hopeful the 50 bags would be enough and wanted to get rid of as much of this salt as possible because there are safer and better types of ice melter.

We have also gotten into the habit of cleaning up all the salt off the ground at the entrances of the schools to keep the schools cleaner. This also prevents damage to the concrete walkways, grass and plants in the surrounding areas.

I know it was mentioned at the last board meeting, but I'll mention it again all summer projects are completed. This includes the railing replacement at High Mountain School and the stair replacement at Memorial School which were completed during teacher convention weekend.

Boilers at both schools have been inspected, the fire systems at both schools will be tested on President's Day weekend.

The Buildings and Grounds staff is still short one custodian, we have been short one custodian for most of the school year, it has actually been quite impressive how they have kept High Mountain School so clean being down one custodian. The hallways are bright the floors sparkle and with the exception of a couple minor things here and there, I haven't really heard of many complaints.

I have recently received word from the suppliers of our custodial supplies that the products that we are using to clean the schools will kill the current influenza virus that is going around. These disinfectants will also kill hundreds of other viruses. The supplier is claiming that the products have a 1 minute kill time, which means the surface has to be wet for at least one minute.

I am currently working on the districts Sustainable Jersey actions packet with Mrs. Padula, we have three separate deadlines to submit our information the first being January 19<sup>th</sup> the second being March 30<sup>th</sup> and the third and final being June 22<sup>nd</sup>. It is a lot of work, a lot of write ups with information on what the district is doing, and requires a lot of cooperation. We also received word last month that we did not receive any of the grants that we applied for earlier in the school year. Mrs. Padula and I had a conference call with reps from Sustainable Jersey, and we understand what they are looking for and we are hopeful to get a grant in the future. They are suggesting more community and student involvement in grants.

All indoor cameras at High Mountain School have been replaced, we also added a couple to the outside of High Mountain School. All indoor cameras have been replaced at Memorial School, we are currently working on repositioning cameras here to get better angles and increase visibility. The plan is to add a couple more inside each school to increase the security of everyone inside the buildings. We currently have cameras for the exterior of each building, but that job is more in depth with new wiring, adding exterior wire boxes and trying to line cameras up with no blind spots. We have also run out of the exterior wiring that we need to do this, a box of that wire costs between \$95 to \$125 per box. We hope to continue this in the spring when the weather cooperates.

We have had numerous heating issues at both schools, everything at Memorial has been taken care of, most of those problems were scheduling when we had the streak of ten plus days below 32 degrees. The heating issues at High Mountain have been a little more complex and have been harder fixes for ourselves and our HVAC company. One of these problems may have been the reason we had a pipe and heating coil freeze up and break a couple of weeks ago. The good thing is we caught it at a good time, it was a quick cleanup, and we are still working on fixing the problem with the heating unit. We are also working with our insurance provider on the cleanup costs.

That brings me to the final bit of information that I have for you, I have been trying very hard to limp through this school year with making very little repairs to the HVAC systems, because shortly after I arrived I applied for a district energy audit. When you are in an energy audit they tell you to try to make very few repairs to anything that uses energy, because that could be one of the things they fix or replace. I honestly have no idea how this will work right now, I have heard of good stories from other districts, and I look forward to finding the best energy upgrades for these buildings so we can get the biggest bang for our buck!!! Alex from NJ Clean Energy was out on January 23<sup>rd</sup> and 24<sup>th</sup> to do a walk-through of both buildings and do a more detailed report and spread sheet of the lighting, water, and other energy related items. We will be getting a detailed report that ranges from 40 to 150 pages in about two months, on what they suggest. After speaking with Alex after the walk through, the most likely suggestion will be for low flow water fixtures, and LED lighting.

#### **Questions/Comments:**

Mr. Mannino asked why the pipe broke at HMS. Mr. Maguire replied that there was a door nearby that was extremely drafty and with the cold temperatures allowed the cold air in.

Mr. Mannino asked if door is going to be replaced. Mr. Maguire replied yes looking to replace the door through the energy audit.

Mr. Griffo asked where we get our salt from and where it is stored. Mr. Maguire replied that we get the salt from same supplier as the town in bags and it is stored in shed. Mr. Griffo requested that Mr. Maguire needs more salt to ask the town first before purchasing it ourselves.

Ms. DeNova commended Mrs. Padula and Mr. Maguire for all the time they have put in working on



Sustainable NJ and thanked them for their efforts.

### 3. Professional Development Update by Antonella Lind

North Haledon's January 15, 2018 Professional Development Day was very successful. As always-professionalism and our commitment to educational excellence was evident!

Kindergarten – 2<sup>nd</sup> Grade, Including BSI, MLS & Intensive Reading Teachers had a full day of Foundations PD with Nancy Frederick. Ms. Frederick presented our second full-day workshop for our new phonics program-Foundations. This workshop provided additional resources, such as assessment review, sample lessons, additional classroom resources and strategies, school to home resources and most importantly visual demonstrations. We reviewed sample video-clips of lessons and we had an actual student demonstration (Lucia Lind- First Grade). Teachers worked together and feed-back was constructive and resourceful. Ms. Frederick provided all PowerPoint material and extended herself for future coaching lessons if needed. Special Education Teachers from Memorial School joined the workshop in the afternoon after participating in Handle With Care Behavior Management PD.

All Special Education Faculty & Staff, Therapists, School Counselor, School Nurses and Classroom Aides participated in a full morning Handle with Care workshop turn-keyed by Ms. Anita Kocovski. Ms. Kocovski was recently re-certified (Instructor Certification) and prepared a training workshop for our school district. Proper behavioral management was reviewed thoroughly and safe procedures were practiced by all. Interest in this workshop was high –therefore future PD will be offered & extended.

Science Teachers --Grades 3-8 Participated in Science Discovery Education- Topic: *Centers Based Teaching and Learning with Science Techbook for use with NGSS*

Description: Learn how to foster student choice in the classroom.

With Discovery Education Science Techbook--for use with NGSS, teachers were demonstrated on the use of centers-based instructional approach. Teachers had the opportunity to move through a variety of learning stations and experience learning through the role of a student. Student-facing directions, classroom management, curricular resources, and planning techniques that support centers-based instruction were examined. Teachers create their own centers-based lesson appropriate for a one-to-one or one-to-many computer environment.

This workshop is one of many future science workshops for our teachers- as we continue to strengthen our planning around NGSS- [Next Generation Science Standards].

High Mountain Middle School – ELA & MATH Teachers – (Including HMS Special Education Teachers - afternoon session): Participated in Integrating PARCC into Daily Instruction- (Inspired Instruction). The resources provided, along with the content & grade level specific information was excellent. Teachers had the opportunity to create shared google docs with excellent lesson/unit planning opportunities from the provided information and materials—especially Math. The presenters offered immediate feed-back as well- with future contact information. Shared teacher work and reflections from these workshops were positive and resourceful.

Special Area Teachers: Morning- Participated in ELA/MATH workshops, Afternoon was dedicated to working on Specific Classroom and Procedural Safety Regulations- tailored to their content area and classrooms. Sign-in/out logs were created and all safety protocols were shared with administration.

Therapists: Participated in afternoon webinars- as follows:

<https://www.yourtherapysource.com/blog1/2017/10/23/reflex-integration-inside-webinar-replay/> - Occupational Therapy

SLP Summit- Literacy Based Therapy- Speech

\*Excellent turn-key opportunities- during future Monday afternoon PDs.

Google Forms- PD Feedback Surveys were created for both Memorial School and High Mountain School. Building Principals, Ms. Mazzola and Ms. Tait sent out surveys with a due date of January 16- end of day. I have reviewed and filed all surveys for future planning.

#### Questions/Comments:

None

## I. Business Administrator's Report

- Mrs. Andreniuk confirmed with the board members that everyone had received the 2018 Directory of Members
- Mrs. Andreniuk stated that a finance committee meeting had taken place prior to this evening's BOE meeting and that the 12/31/17 board secretary's report had been reviewed as well as a discussion regarding the budget calendar and what has taken place to date with budget preparation. The committee plans to meet again in February.

Questions/Comments:

Ms. DeNova stated that she would like to propose that since Mr. Griffio wants to operate as a committee of the whole for some of the committees that all committees should be run this way including finance. In order to be completely transparent that all of the budget meeting should be conducted in open session and that the public should be included in the preparation of the budget.

Mr. Griffio replied that while somethings may be spoken about publicly, the work on the budget will be done by the finance committee with committee reports supplied to the rest of the board members. The public will get to comment on the budget when it is presented to them.

Mr. DeNova stated that she is the only CPA on the board and doesn't feel she should have been removed from the finance committee. She also stated that Mr. Griffio doesn't want to be transparent if he doesn't want to hold budget meetings in open session and wanted to know what members of the public are going to be a part of the budget process and that public shouldn't be privy to information that the rest of the board members are not.

Mr. Mannino commented that preparing the budget is a process. Last year the board received guidance from Mr. Donow and Mrs. Slunt as to how to prepare a budget. It is a lot of information to digest in a large group and there is always room for improvement.

Ms. DeNova stated that if no one else agrees with her that this board does not want to be transparent.

Mr. Mannino and Mr. Griffio both acknowledged the this is the words and view of Ms. DeNova and not anyone else.

Ms. DeNova requested that the budget be presented to the board in a timely manner for review prior to having to vote on it and that minutes should be recorded of the finance meetings and distributed to the board members

**J. Representative's Report**

Committee	Members	Reports
<b>Board of Recreation</b>	Ms. Manning	Reorg meeting was at beginning of January. Basketball in full swing, spring volleyball and sign up for baseball and softball
<b>Borough Council</b>	Ms. Leto	Meeting is tonight discussing the amendments for traffic out of High Mountain and alliance is helping to cover cost vaping program on Feb 5.
<b>Planning Board</b>	Ms. LaCognata	Hearing application for North Haledon fire dept
<b>PCSBA/NJSBA</b>	Ms. DeNova	Feb 3 new superintendent eval tool workshop Feb 5 monthly meeting at Brownstone Analyzing and Constructing salary guides workshop on March 23.
<b>N.RES.C.</b>	Ms. DeNova	Attending Feb 9 meeting

**K. Petitions of Citizens on Agenda Items Only**

Aurora House- Girl Scouts are doing services for silver award and want to do a food drive. Aurora asks if boxes for food donations can be put in schools and if they can send out flyers.

The food will go to New Hope food pantry and collection will start immediately and continue through February.

All BOE members and Mr. Coffaro in agreement and approve the food donation boxes.

Kim Tanis-Questioned the comment that was made tonight regarding not allowing a left turn out of HMS and wanted clarification if it was out of the parking lot or onto High Mountain Rd. Ms. Leto confirmed it was out of the parking lot. Ms. Tanis went on to say as a teacher she is extremely happy about vaping policy and the administration's attention to this issue gives teachers comfort.

Elizabeth House-asked who is on finance committee and have we had any founded cases of vaping yet? Mr. Griffo replied that Mr. TenKate, Mr. Mannino, Ms. LaCognata and himself are on the finance committee and Mr. Coffaro replied no there hasn't been anyone caught vaping yet.

Maria Padula-Thanked the Girl Scouts for working on New Hope food pantry. She went on to comment on the Sustainable New Jersey schools program, and that she has been working with Mr. Maguire to get the district and both schools registered. Between now and March they apply for as many grants as possible. If anyone has any information on available grants please pass it on to her.

1. Motion to Open the Floor

The motion was made by Board Member LaCognata and seconded by Board Member Manning , and with a unanimous roll call vote, the motion carried.

2. Motion to Close the Floor

The motion was made by Board Member LaCognata and seconded by Vice President TenKate, and with a unanimous roll call vote, the motion carried.

**L. 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 December 31, 2017; C) Acceptance of Monthly Financial Reports for December 31, 2017; D) Approval of Asbury Park/ITC Payroll System; E) Approval of Semi-Waiver Request

**Questions/Comments:**

Mr. Colli asked if the change in the payroll software was to save money or to just go to a different company? Mrs. Andreniuk replied it was both.

The motion was made by Vice President TenKate and seconded by Board Member LaCognata, and with a unanimous roll call vote, the motion carried.

1. 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 January in the total amount of \$ 841,865.92 be approved for payment, as follows:

i. General Operating Fund (Funds 10,11&12)	\$ 807,643.09
ii. Special Revenue Fund (Fund 20)	\$ 19,510.52
iii. Capital Projects Fund (Fund 30)	\$ x.xx
iv. Debt Service Fund (Fund 40)	\$ x.xx
v. Enterprise Fund (Fund 60)	\$ 14,712.31

2. Approval of Transfer of Funds for December 31, 2017

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 December 31, 2017. The Board also authorizes the Superintendent to make interim transfers and report them at the next Board Meeting.

3. Acceptance of Monthly Financial Reports for December 31, 2017

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 December 31, 2017 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 December 31, 2017, 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 December 31, 2017, 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.

4. Approval of Asbury Park/ITC Payroll System

Resolve that upon the recommendation of the Superintendent and the Business Administrator, the Board of Education approves the use of Asbury Park/ITC payroll system to replace Action Data Systems & Exclusive Accounting Services, from January 1, 2018 through June 30, 2018 at a fee of \$6,750.00

5. Approval of Semi Waiver Request

Resolved that upon the recommendation of the Superintendent and the Business Administrator, that the Board acknowledge receipt of the NJDOE FY19 SEMI Revenue Projection, and approves the submission of the annual SEMI waiver from the Executive County Superintendent for the 2018-19 school year.

M. **Personnel**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves motions: A) Approval of Graduate Level Coursework; B) Approval of District School Safety Specialist; C) Approval of Substitute Teachers; D) Approval of Maternity Leave; E) Amendment of Start and End Date of Maternity Replacement

**Questions/Comments:**

None

The motion was made by Vice President TenKate and seconded by Board Member Colli, and with a unanimous roll call vote, the motion carried.

1. 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	Applied Research in Practice: Using Data for Curriculum Based Decision Making, Planning & Renewal	Ramapo College	4.0	Spring 2018
Corrie Bouma	Evaluation & Supervision to Promote Student Academic Success	Ramapo College	4.0	Spring 2018
Roseanne Morgantini	Special Education Law	William Paterson University	3.0	Spring 2018

2. Approval of District School Safety Specialist

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the appointment of Melissa Tait as the District's School Safety Specialist.

## 3. 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.

## 4. Approval of Maternity Leave

Resolve that upon the recommendation of the Superintendent, the Board approves maternity leave for Carrie Rohlf ("Rohlf"). Rohlf will be granted a paid leave of absence under the Family Leave Act from January 29, 2018 through April 13, 2018, in connection with the anticipated birth of her child on or around February 22, 2018. During this period, Rohlf will use 47 accumulated sick days, and will also receive compensation for Winter Recess (February 19 and 20, 2018) and Spring Recess (March 30, 2018-April 6, 2018), without the use of accumulated sick days.

Be it further resolved at the end of her presumptive period of disability, Rohlf shall be granted a child-rearing leave of absence under the Family Medical Leave Act and NJ Family Leave Act which shall extend from April 16, 2018 through June 8, 2018. This leave shall be provided without pay but with a continuation of medical benefits.

Be it further resolved that Rohlf's anticipated return to work day shall be June 11, 2018.

## 5. Admendment of Start and End Date for Maternity Leave Replacement

Resolve that upon the recommendation of the Superintendent, the Board amend the start date and end date of Maternity Leave Replacement teacher Elise Frommer from February 2, 2018 through June 30, 2018 to January 29, 2018 through June 8, 2018.

N. **Policy**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motions: A) First Reading- Policies and Regulations Alert 214; B) Reading - R 5330 Substance Abuse; C) Adoption of North Haledon School District Sustainability Policy; D) Approval of Board Members Ethic Training

**Questions/Comments:**

Mr. Colli commented that the felt that the Tri District theater agreement was interesting and it was nice to see our students were going to be a part of the Manchester production of Willy Wonka.

Mr. Griffo commented that the Ethics training for the BOE members was going to take place on Feb. 6 and members need to respond if they are attending or not.

The motion was made by Vice President TenKate and seconded by Board Member Colli, and with a unanimous roll call vote, the motion carried.

## 1. First Reading - Policies and Regulations Alert 214

- P 0169.02Board Member Use of Social Networks (New)
- P 3437Military Leave (Revised)
- P 4437Military Leave (Revised)
- R 5460.1High School Transcripts (M) (Revised)
- P 5516.01Student Tracking Devices (New)
- R 7101Educational Adequacy of Capital Projects (Revised)
- P 7425Lead Testing of Water in Schools (New)
- P & R 7440School District Security (M) (Revised)
- P & R 7441Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)
- P 8507Breakfast Offer Versus Serve (OVS) (M) (Revised)
- P 8630Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630Emergency School Bus Procedures (M) (Revised)
- P 9242Use of Electronic Signatures (New)

## 2. First Reading-R 5330-Substance Abuse

## R 5530 Substance Abuse (Revised)

## 3. Adoption of North Haledon School District Sustainability Policy

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves the adoption of North Haledon School District Sustainability Policy as stated below:

Whereas, Sustainability means using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet their needs, from the joint perspective of environmental, economic and community objectives.

The North Haledon School District will strive to conduct its operations and make decisions that support sustainability by minimizing negative environmental impacts while protecting current and future human health and well-being in economically viable ways. Principles of sustainability will be a framework for decision making.

The North Haledon School District will demonstrate responsible leadership by making decisions and conducting operations with the following priorities in mind:

1. Protect students, staff, and our community from environmental harm. The District will strive to eliminate the use of potentially toxic and harmful substances.
2. Prepare our students for the future. The District will provide a high quality education that supports concepts and practices of environmental, social, and economic responsibility and sustainability.
3. Preserve current and future resources. The District will adopt practices in operations that balance environmental, social, and fiscal responsibility to protect and enhance the future quality of life.

In order to achieve the aims of this sustainability policy, the Board will incorporate sustainable goals into future strategic plans and directs the Superintendent and Business Administrator to develop additional policies, practices and procedures that create a legacy of leadership in sustainability across all District schools, including instruction, operations, construction, facilities, land use, energy conservation, and environmental integrity.

## 4. Approval of Board Member Ethics Training

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the required annual ethics training for the members of the Board of Education. Ethics Training will be held on February 6, 2018 at 6:30pm at Haledon Public School.

## O. Facilities &amp; Services

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion: A) Approval of District Facilities Use

***Motion made by Ms. LaCognata to amend #1 to include February 6 the PTO would like to use the HMS Library at 8 pm for an 8th grade parent meeting if it is available.***

**Questions/Comments:**

None

The motion was made by Vice President TenKate and seconded by Board Member LaCognata, and with a unanimous roll call vote, the motion carried.

1. 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>
Memorial Science Fair	March 19, 2018	6:00-8:00pm	Memorial - Gym & Cafeteria	Science Fair
B&GClub of Hawthorne	March 1, 2018	6:00-7:30pm	HMS - Cafeteria	Cooking Club: 5th-8th Grade
B&GClub of Hawthorne	March 7, 2018	6:00-7:30pm	HMS - Cafeteria	Cooking Club: K-4th Grade
Little Ivy Academy	2/5/18, 2/12, 2/26, 3/5, 3/12, 3/19, 3/26, 4/9	3:00-4:30pm	HMS - Science Lab	After School STEM Program
Jenn's Junction	June 2, 2018	8:30am-12noon	Memorial - Cafeteria	Pre-School Graduation

**PTO Feb. 6, 2018 8pm -9pm HMS Library 8th Grade Parent Mtg**

P. Curriculum

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board hereby approves motion: A) Approval of Field Trips; B) Approval of Author Visit; C) Approval of Tri-District Theatre Agreement; D) Approval of Travel, Conferences, Workshops & Related Expenses; E) Approval of Contract with NJ Outreach KDDS TOO, INC. for ABA Services; F) Approval of 2018-2019 School Calendar

**Questions/Comments:**

Mr. Mannino asked if item# E could be elaborated on and if the contract was attached. Mr. Griffo replied that the contract was attached and no further information could be given.

The motion was made by Board Member Leto and seconded by Vice President TenKate, and with a unanimous roll call vote, the motion carried.

1. 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>Date</b>	<b>Grade</b>	<b>Location</b>	<b>Fee</b>
May 3rd, 2018	2nd Grade	Field Station Dinosaurs, Leonia NJ	\$15.00 collected per student

2. Approval of Author Visit

Resolve that upon the recommendation of the Superintendent, the Board of Education approves book author, Adam Gidwitz, a Newbery-Honor recipient & New York Times Best Seller author, for a visitation with our 2nd through 4th Grade students on March 16th, 2018 at no cost to the Board of Education.

3. Approval of Tri-District Theatre Agreement

Resolve that upon the recommendation of the Superintendent, the Board of Education approves the attached Tri-District Theatre Agreement between Manchester Regional High School, Prospect Park School District and

North Haledon School District for the 2017-2018 school year. This agreement will give students in grades five (5) through eight (8) the opportunity to participate in Manchester Regional High School's production of Willy Wonka and the Chocolate Factory.

#### 4. 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>Participant</u>	<u>Workshop</u>	<u>Location</u>	<u>Fee</u>	<u>Other Costs</u>
January 23, 2018	Debra Andreniuk	Legal Issues that Impact the Business Office and Business Administrator	Rockaway, NJ	\$95.00	Mileage & Tolls
April 12, 2018	Debra Andreniuk	Audit Review	Rockaway, NJ	\$95.00	Mileage & Tolls
May 10, 2018	Marybeth Miller	Administrative Assistant Program	Rockaway, NJ	\$95.00	Mileage & Tolls
May 10, 2018	Christine Casano	Administrative Assistant Program	Rockaway, NJ	\$95.00	Mileage & Tolls
Feb. 15, 2018 March 28, 2018 April 26, 2018	Melissa Tait	Reading Strategies Webinar	Webinar: Three 60 minute sessions; after school hours	\$169.00	None
Feb. 15, 2018 March 28, 2018 April 26, 2018	Roseanne Morgantini	Reading Strategies Webinar	Webinar: Three 60 minute sessions; after school hours	\$169.00	None

#### 5. Approval of Contract with NJ Outreach/KDDS TOO, Inc. for ABA Services

Resolve that upon the recommendation of the Superintendent, the Board of Education approves a contract with NJ Outreach/KDDS TOO, Inc. for ABA Services for Student ID# 24052, for 5 hours per week, beginning January 31st, 2018 and ending June 30th, 2018 at \$90.00 per 60 minute session.

[\(NJ Outreach - KDDS TOO Contract.pdf \(Attached\)\)](#)

#### 6. Approval of 2018-2019 School Calendar

Resolve that upon the recommendation of the Superintendent, the Board approves the 2018-2019 School Calendar.

#### Q. 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 three 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 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.

Mr. Griffó polled public members to see if any one would like to speak. No one wished to speak so no motion made to open the floor was made.

1. Motion to Open the Floor
2. Motion to Close the Floor

**R. Old Business**

None

**S. New Business**

None

**T. Future Meeting and Important Dates**

February 7, 2018	Workshop Meeting	7:00pm
February 21, 2018	Regular Meeting	7:00pm
March 14, 2018	Workshop Meeting	7:00pm
March 28, 2018	Regular Meeting	7:00pm

**U. 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 January 24, 2018 at 8:57 p.m. to discuss:
  - a. matters related to collective bargaining agreements;
  - b. matters of pending litigation or items falling within attorney-client privilege;
- 2) The Board will make public the matter(s) discussed if and when confidentially in no longer required.
- 3) The Board will not take action pursuant to said discussion at a public meeting.

The motion was made by Board Member LaCognata and seconded by Board Member Leto, and with a unanimous roll call vote, the motion carried.

**V. Adjournment**

The meeting adjourned at 8:57 p.m.

The motion was made by Board Member LaCognata and seconded by Board Member Leto, and with a unanimous roll call vote, the motion carried.

Respectfully Submitted,

*DEBRA ANDRENIUK*

Board Secretary