

**MINUTES****NORTH HALEDON BOARD OF EDUCATION WORKSHOP MEETING**

May 9, 2018

7:00 PM

The Meeting of the NORTH HALEDON Board of Education was held on Wednesday, May 9, 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 Lucy DeNova  
Board Member Joseph Mannino  
Board Member Jessica Leto

**Not present:**

Board Member Chirag Badami  
Board Member Heather LaCognata  
Board Member Michele Manning

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

The meeting was called to order by President Griffo at 7:02 pm.

There were 23 members of the public present.

**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 \(Attached\)](#))

**DISCUSSION/COMMENTS:**

None

**VI. Correspondence**

None

**VII. Superintendent's Report**

None

**Discussion/Comments:****A. Enrollment**

- Memorial-
- HMS-
- Total in district-

**B. HIB Report**

April 2018 Report

**VIII. Presentations****A. Outsourcing of Custodial Staff**

Bill Richter, President, Edvocate Inc and Michael Rinderknecht, Business Administrator/Board Secretary, Glen Rock Public Schools

Bill from Edvocate:

- Edvocate monitors 40-50 school district for both food services and custodial services
- Prospective employees go through two back ground checks as opposed to when the school district hires there is only one.
- Prospective employees must read, write and speak English
- Edvocate will conduct 3 onsite inspections per year
- The shared services agreement with Glen Rock to be approved annually
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Mike from Glen Rock:

- Originally outsourced in 2011
- Glen Rock terminated 23 custodians and awarded contract to Aramark
- Part time management person, Cathy will work with Edvocate regarding the inspections and common goals reports
- Glen Rocks's buildings have never been cleaner
- Employee turnover is same as if you were operating your own building
- Within a matter of months the outsourced custodians melled with the staff and community
- Aramark has very good staff recognition program
- By late Sept early Oct of the first year everyone was working together.

**Discussion/Comments:**

Mr. Mannino asked what is better since you have outsourced. Mike replied cleaning is much better. Inspections allow for comparison of previous situations.

Ms. Leto asked what are they measuring as baseline. Bill, from Edvocate replied there are 20 various items that are looked at.

Mr. Griffo asked was student attendance better. Mike from Glen Rock replied that he isn't sure there is a direct correlation between attendance and building cleanliness but staff and students tend to respect building more.

Mr. Griffo also asked is standard just overall improvement or is there an objective. Bill from Edvocate replied that at goal setting meeting there are overall objectives and if there is a change of 10% or more then action is taken.

Mr. TenKate asked if we are entering into a shared services agreement does that we mean we swap out

employees with Glen Rock. Bill from Edvocate replied no North Haledon and Glen Rock will just be sharing management.

Ms. DeNova asked why did Glen Rock choose to outsource. Mike from Glen Rock replied the reasons were for financial and to have cleaner buildings.

Bill from Edvocate commented that North Haledon will be picking up management day and night and inheriting seasoned management.

Mr. Colli asked for confirmation that we get our own custodians not be sharing between buildings. Bill from Edvocate replied yes each building will have same people.

Mr Griffo asked about possibility of turnover. Bill from Edvocate replied initially there could be up to a 20% turnover.

Mr Mannino asked if there is equipment or supplies included. Bill from Edvocate replied that there is an equipment allowance built in but North Haledon will be handling all of the custodial supplies as is done now.

**B. i Steam**

Lucy DeNova and Jess Leto highlighted their NASA iSteam field trip to Maryland.

Their proposal included the following:

- Create an ad hoc committee composed of 2-3 board members, teachers and administration
- The committee would then coordinate stem/steam community events and PTO/NHEA activities
- Investigate the availability of government grants
- Participate in NJSBA stem/steam challenges
- NJSBA offers school program assessment services
- Committee would schedule visits with local districts offering progressive programs and 3rd party inclusions.

Mr Griffo asked what is the difference between Stem and Steam. Ms. Leto replied that Steam has the arts embedded in it.

Mr. Griffo thanked Ms. Leto and Ms. DeNova for the information but it is up to the administration to decide how to bring it into the curriculum.

**IX. Representative's Report**

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

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

**DISCUSSION/COMMENTS:**

Mayor George: Mayor George commented as to what is the reason why the district is going to outsourcing for custodians. Mr. Griffo replied.

Mayor George commented about the savings to the district if outsourcing and how the borough can help the school district with custodial staffing and maintenance. Mr. Griffo replied.

Minet Saingas: Ms. Saingas commented if there have been complaints about building cleanliness. Mr. Griffo replied.

Ms. Saingas commented about available of qualified staff to fill the positions. Mr. Mannino replied.

Andrew Averso: Mr. Averso commented on the steps taken to correct the situation. Mr. Griffo replied.

Elizabeth House: Ms. House commented as to all the things the current custodians do to help PTO and NHEA. Mr. Griffo replied.

Summer Fisher Tom: Ms. Tom commented that her son was upset when he heard about staffing change and expressed concerns about emergency training. Mr. Griffo replied.

Mr. L. Colli commented if we can we consider keeping day staff. Mr. Griffo replied.

Michael Colli: Mr. M. Colli commented as to the number of cost share agreements we have and cost responsibility. Ms. Andreniuk replied.

Jenn Matos: Ms. Matos commented as to the how the cost are split with Glen Rock. Mr. Griffo replied.

Arlene Puzzitti: Ms Puzzitti commented that she was employed in the district for many years and she is concerned about safety of children and staff.

A. Motion to Open the Floor

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

B. Motion to Close the Floor

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

XI. 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

**Discussion/Comments:**

Mr. Griffo asked what item # D is. Ms. Andreniuk explained it is the insurance fund renewal agreement that North Haledon is a part of for our some of property and liability insurance coverages.

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 \$ xxxxxxxx be approved for payment, as follows:

i.General Operating Fund	(Funds 10,11&12)	\$	xxx,xxxxxx
ii.Special Revenue Fund	(Fund 20)	\$	xxxxxxx
iii.Capital Projects Fund	(Fund 30)	\$	x.xx
iv Debt Service Fund	(Fund 40)	\$	xx,xxxxx

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.

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.

## XII. 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* \*\*\*

### Discussion/Comments:

Mr. Colli asked is there a connection between item # F and I. Mr. Coffaro replied No.

Mr. Colli asked if item # I was for PSD program. Mr. Coffaro replied yes.

Mr. Colli asked if item # F could be elaborated on. Mr. Griffo replied we will discuss in executive session.

#### 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 Nativo 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 approved 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.

XIII. Policy

XIV. 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 \*\*\*

**Discussion/Comments:**

None

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.

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	PCCC Haskell, NJ	\$0	No	Mileage & Tolls
6/19/18	Antonella Lind	FY 2019 ESEA Consolidated Formula Subgrant Application	PCCC Haskell, NJ	\$0	No	Mileage & Tolls
5/14/18	Antonella Lind	Special Education Symposium	Howell, NJ	\$49.00	No	Mileage & Tolls

**XV. Curriculum**

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

A) Approval of Field Trip

**Discussion/Comments:**

Ms. Leto asked if there is a date for the field trip? Ms. Andreniuk replied that dates will no longer be included on the agenda for safety purposes.

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:

<u>Grade</u>	<u>Location</u>	<u>Fee</u>
Grade 6	Buehler Challenger and Science Center, Paramus, New Jersey	\$32.00 collected per student

**XVI. 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.

Elisabeth House: Ms. House commented as to what programming will be replacing the Industrial Arts programming. Mr. Griffo replied.

A. Motion to Open the Floor

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

B. Motion to Close the Floor

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

**XVII. Old Business**

None

None

**XVIII. New Business**

None

**Discussion/Comments:**

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**XIX. Future Meeting and Important Dates**

May 22, 2018	Regular Meeting	7:00pm
June 13, 2018	Workshop Meeting	7:00pm
June 27, 2018	Regular Meeting	7:00pm
July 18, 2018	Regular Meeting	7:00pm

**XX. 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 9, 2018 at 8:30 p.m. to discuss:

1. 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 take action pursuant to said discussion at a public meeting.

The motion was made by Board Member DeNova and seconded by Board Member Leto, and with a unanimous roll

call vote, the motion carried.

**XXI. Adjournment**

The meeting adjourned at 9:50 pm

Respectfully Submitted,

*Debra Andreniuk*

Board Secretary