



PARK RIDGE BOARD OF EDUCATION

MONTHLY MEETING MINUTES

Date: January 25, 2016

Public Started: 7:00 P.M.

Private Started: 7:05 P.M.

Public Started: 8:00 P.M.

Public Ended: 9:10 P.M.

Park Ridge High School Little Theater

I. Roll Call

F. Church P. Montalbano B. von Bradsky R. Sileo D. Browne P. Moran J. Bruno

Y Y Y Y Y Y Y

Also Present:

R. Gamper R. Wright E. Nyonly

Y Y Y

II. Pledge of Allegiance was led by Board President Joseph Bruno

III. Open Public Meetings Statement was read by Board President Joseph Bruno

This is to advise the general public and to instruct that it be recorded in the minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," the Park Ridge Board of Education on January 11, 2016 caused to be posted at the Office of the Board of Education located at 85 Pascack Road, Park Ridge, New Jersey and on January 11, 2016 sent to The Record, 1 Garret Mountain Plaza, P.O. Box 471, Woodland Park, NJ 07424-0471 and The Ridgewood News, 41 Oak Street, Ridgewood, NJ 07450-3805 and on January 11, 2016 delivered to the Office of the Municipal Clerk of Park Ridge and the Park Ridge Public Library a meeting notice setting forth the time, date and location of this meeting.

IV. Adjournment to Private Session

Private Closed Session was read by Board President Joseph Bruno.

The Park Ridge Board of Education will adjourn into private session to discuss item(s) which fall within specific exceptions contained in N.J.S.A. 10:4-12b.

Be it resolved that the Board will now go into private session to discuss matters rendered confidential due to the nature of pending or anticipated litigation, attorney client privilege and personnel – employment matters affecting a specific, prospective or current employee privilege. Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in private session, have been adequately notified (RICED – in accordance with Policy #0162, Notice of Board Meetings by the Board Secretary/Business Administrator).

Motion, second and vote to enter into private session at 7:05 p.m.

M: RS S: PM
FC PM BVB RS DB PatM JB
Y Y Y Y Y Y Y

Private Session Agenda

- A. Negotiations
- B. Legal

The Regular Session of the Board of Education was recalled at 8:00 p.m.

M: BVB S: PatM
FC PM BVB RS DB PatM JB
Y Y Y Y Y Y Y

V. Minutes for Approval

Private Session Meeting	December 14, 2015	Board Approved
Monthly Meeting	December 14, 2015	Board Approved
Reorganization Meeting	January 4, 2016	Board Approved

The Board reviewed the minutes and approved them as follows:

M: FC S: BVB
FC PM BVB RS DB PatM JB
Y Y Y Y Y Y Y

VI. Special Presentations to the Board

A. Kunal Gangolli – Admitted to NJ Governor’s School of Engineering & Technology at Rutgers

Mr. Lederman explained that Kunal has been admitted to the NJ Governor’s School of Engineering & Technology at Rutgers University into their rigorous summer program. This is a very competitive program where over 400 apply and only 25% are admitted. His team’s project was to design a lunar rover vehicle. Mr. Lederman then presented Kunal with a certificate from the Board.

B. Benjamin Michalowicz – Selected as an All-County Band Member for Percussion

This is the second year in a row that Benjamin has received this honor.

C. Grace Kim – Selected as an All-County Band Member for the Flute & All-Region Band Member

Mr. Popolizio recognized two of his band members, Benjamin and Grace, to the All-County Band. In addition, Grace will be auditioning for the All-State Band. Mr. Popolizio further stated that this honor is a huge deal. Mr. Popolizio then presented them with certificates from the Board.

D. Auditor’s Report – Jeffrey Bliss of Lerch, Vinci & Higgins, LLP – 9:00 P.M.

Mr. Bliss, the District’s auditor, presented the 2014/15 annual audit report. Mr. Bliss explained that the Board receives three opinion letters from the auditor, one on the financial presentation of the district’s records in accordance with GAAP, one on the Grant Single Audit and one on the district’s internal control procedures. All three opinions given were clean or unqualified, which means there were no material errors, weaknesses or scope limitations.

Mr. Bliss then reviewed the District’s surplus as shown on Schedule C-1. He explained that not all fund balances are able to be spent on operating costs. Some have restrictions. Mr. Bliss reviewed the components of each and explained the restrictions for balances in Capital Reserve and Emergency Reserve. Funds are deposited here based on a board motion but can only be withdrawn when certain conditions are met. He then explained that the Excess Reserve balance is generated when the district exceeds the 2% Fund Balance maximum. Any excess over 2% must be used in the subsequent year to offset taxes. He explained that the encumbrances represent commitments made in 2014/15 but not rendered. These balances roll into 2015/16 budget where they are paid. Those orders are all liquidated by this time. Mr. Bliss then explained that the Unassigned Fund Balance is what is actually available for the Board to use. The District is currently at the maximum level (2%). Overall, he stated, the District is in great shape financially with strong reserves and the ability to fund projects without issuing debt. He commented that this was a savings to taxpayers. He also cautioned that the District should look at reducing its reliance on Fund Balance.

Mr. Bliss then discussed briefly the impact of GASB 68. He explained that this GASB required the State to report its unfunded liability in regards to the State pension system. He indicated that this was difficult since the contributions do not have a designated line at the State for each district. He further explained that while the district pays for PERS employee contributions, the State pays for the TPAF contributions. Based on the State estimates, Park Ridge would have to

fund \$6,117,881 this year for TPAF. The overall unfunded liability for Park Ridge is calculated at \$57,698,736. While this amount is currently 100% the State's responsibility, there is some concern that since they are currently only contributing about 18%, the system could go bankrupt by 2027. Mr. Bliss mentioned that there is talk in Trenton about shifting the liability to the districts.

Mr. Bliss then reviewed the Management Report. He stated that there were no recommendations for the year. He commented that the board office is run professionally and the "Books" are in great shape. He commended the staff on doing a great job.

Mr. Bliss also commented that a recent change in assessment for the Hertz property will result in an increase in the tax rate as the dollars will shift from commercial to residential. He estimated that the dollar impact will be \$75-85 to the average homeowner from school taxes with an overall impact of close to \$110.

Dr. Gamper thanked Mr. Wright for doing a great job. He asked the auditor if the pension liability was for retired people or for retired and working. Mr. Bliss responded that it was a fluid calculation and is based on the salaries of current employees but the liability is for everyone who has retired. He also commented that this was not just a New Jersey issue, it is nationwide.

Mr. Moran asked where the numbers came from. Mr. Bliss explained that the State hired KPMG to do the calculations.

Mr. Church asked what the likelihood is of the Board contributing to TPAF. Mr. Bliss responded that the only way that could happen is with a legislative change.

Mr. Bliss concluded by saying that the reason for the new reporting is because of situations like Detroit. Rating agencies did not know of the liability because it was not on the balance sheet.

VII. Hearing of Citizens - None

Agenda Items Only

Hearing of Citizens will be restricted to three minutes per person for a total of fifteen minutes for questions and/or comments on agenda items only.

VIII. Student Representative's Report

Eunique reported that winter sports were underway. Wrestling was currently 6-1 and hoping for a league championship. One wrestler, Paco, just had his 100th win at the match with Paramus. Basketball is currently 9-1. They recently beat Cresskill by scoring the winning point at the buzzer. Bowling is also doing well. They have won every game. Winter track is setting school records. Coach Washnik has been helping athletes with their techniques. The Middle School show was a big success. Eunique commented that she enjoyed working with all of them. The High School musical has started. The last performance for the band will be at Fairleigh Dickinson. The Snowball is coming up and Eunique commented that she will be looking for a dress.

IX. President’s Report

President Bruno reported that he attended the band dinner and had a great time. He was also in attendance for the ribbon cutting for the new school store.

X. Superintendent’s Report

 **HIB Update**

Dr. Gamper thanked B&G for doing a great job with snow cleanup.

On HIB, there was on one investigation at West Ridge, which was not conclusive. There were none at East Brook. There was one investigation at the High School but no action was taken.

Dr. Gamper commented that the winter sports teams are doing a great job. It was an unbelievable win over Cresskill.

XI. BOE Committee Reports

The Finance Committee reported that it met and is continuing to work on budget. Budget books were handed out to all board members.

Buildings and Grounds – Mr. Bruno reported that the Franco family wanted to donate softball dugouts.

XII. Supplemental Agenda - None

Supplemental resolutions, if any, will be available the night of the meeting.

XIII. Consent Agenda

The Board reviewed the consent agenda. The agenda passed as follows:

M: PM S: PatM
FC PM BVB RS DB PatM JB
Y Y Y Y Y Y Y

XIV. Hearing of Citizens - None

XV. Board Comments – New/Unfinished Business – None

XVI. Adjournment – 9:10 p.m.

M: RS S: BvB
FC PM BVB RS DB PatM JB
Y Y Y Y Y Y Y Y

Robert Wright
Business Administrator/
Board Secretary

RESOLUTIONS FOR CONSENT AGENDA (XIII)

EDUCATION RESOLUTIONS

Be it resolved, upon the recommendation of the Superintendent of Schools in conjunction with the Business Administrator/Board Secretary that the following actions be taken:

E1. The Park Ridge Board of Education accepts the suspension, truancy and HIB reports from the Superintendent for the month of December with no suspensions or truanicies to report.

M: S:
FC PM BVB RS DB PatM JB

E2. The Park Ridge Board of Education recognizes Operation Graduation (Op Grad) as one of the school’s Booster Clubs for the purpose of fundraising.

M: S:
FC PM BVB RS DB PatM JB

E3. The Park Ridge Board of Education approves the following school field trip for the 2015/16 school year:

<u>TEACHER’S NAME CLASS NAME/GROUP</u>	<u>DESTINATION FOR FIELD TRIP</u>	<u>DATE OF TRIP *</u>
Peter English DECA Club – State Competition	Cherry Hill, NJ	Feb. 24, 2016 through February 26, 2016

* Changes in dates will not require BOE action.

M: S:
FC PM BVB RS DB PatM JB

E4. The Park Ridge Board of Education approves an additional fee for the evening ACT and SAT review courses for a late registrant in the amount of \$410. The cost of books will not be included in this fee.

M: S:
FC PM BVB RS DB PatM JB

MO 012516

E5. The Park Ridge Board of Education approves the PRE Club Exchange Trip to Arcola, Illinois from February 24, 2016 to February 27, 2016, at no cost to the District.

M: S:
FC PM BVB RS DB PatM JB

E6. The Park Ridge Board of Education approves the following consultant services for Student 2915 for the 2015/16 school year:

<u>CONSULTANT</u>	<u>TYPE OF SERVICE</u>	<u>FEE</u>
Laura Brent, Ph. D (Clinical Psychologist)	Psychological Evaluation, Includes Intake Session, Report Writing and Findings Session with Parents	\$3,200.00

M: S:
FC PM BVB RS DB PatM JB

E7. The Park Ridge Board of Education approves home instruction for Student *2321 beginning January 25, 2016 through February 12, 2016, for one hour per week per subject (4). (Also see P2.)

M: S:
FC PM BVB RS DB PatM JB

EDUCATION DISCUSSION

A. EVVRS Report – Report Period #1 Ending December 31, 2015

Dr. Gamper gave the EVVRS report for the period from 7/1/15 through 12/31/15 which was submitted on 1/6/16. For this reporting period, there were three incidents at the High School, which resulted in three out-of-school suspensions, and no incidents at either East Brook or West Ridge.

B. HIB Report – Report Period #1 Ending December 31, 2015

Dr. Gamper gave the HIB-ITP report for reporting period from 7/1/15 through 12/31/15, submitted on 1/22/16. For this reporting period, there were zero affirmed cases of HIB reported at East Brook, West Ridge and the High School.

Dr. Gamper read a statement from Ms. Bernardo on the schools anti-bullying efforts. The statement reads as follows:

Beginning with the September 2011/12 school year, our school district/school has conscientiously implemented the requirements found in the Anti-Bullying Bill of Rights Act by providing training and programs for students, staff, members of the board of education, parents and members of the community.

During the first four years of implementation of the Anti-Bullying Bill of Rights Act, our school district has made progress in addressing and reducing harassment, intimidation and bullying and improving the school climate and culture. We have met these objectives through regular meetings with our Anti-Bullying Specialists and School Safety Teams in order to review data around school culture and climate and address any areas that the numbers showed required growth. One area which was identified as a critical need was in the training of coaches and extracurricular advisors on HIB policy and bullying prevention/intervention. I am pleased to say that through specialized in-house training and the implementation of Safe Schools online training, both have been able to provide training to coaches and extracurricular advisors.

While completing the self-assessment over the summer of 2015, we learned that our school district has demonstrated significant strengths in the areas of HIB programs and other initiatives, training on the BOE-approved HIB policy and other staff instruction and training programs, curriculum and instruction on HIB related information and skills, HIB personnel, school level HIB incident reporting, HIB investigative procedure, and HIB reporting. We continue to teach specific HIB prevention infusion lessons in all subject areas throughout each grade level and build upon our character education initiatives in each of the school buildings.

In the previous years of completing the self-assessment, our school district identified areas for improvement. After looking at our results this year, we believe it is most important at this time that we continue with all of our current initiatives. As a district, and as individual schools, we continuously revisit the Anti-Bullying Bill of Rights and our policy and procedures to determine the need for any changes or additions to trainings and or programming.

FINANCE RESOLUTIONS

Be it resolved, upon the recommendation of the Superintendent of Schools in conjunction with the Business Administrator/Board Secretary that the following actions be taken:

F1. Certification Resolution: The Park Ridge Board of Education, pursuant to N.J.A.C. 6:20-2.13 (e), certifies that the Board Secretary's December 2015 monthly financial report (appropriations section) did not reflect an over-expenditure in any of the major accounts or funds, has not been over expended in violation of N.J.A.C. 6:20 – 2.13(b), and based on the advice of the district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year. The Park Ridge Board of Education also certifies that the financial records are in compliance with Park Ridge Policy numbers 0171, 1320, 4413 and 6510. *"F1"*

M: S:
FC PM BVB RS DB PatM JB

F2. The Park Ridge Board of Education approves the Petty Cash Vouchers # __-0-__ in the total amount of \$_-0-__.

M: S:
FC PM BVB RS DB PatM JB

F3. The Park Ridge Board of Education approves the Check Journal (List of Bills) containing Check #32992-33184 in the total amount of \$3,561,685.15. *"F3"*

M: S:
FC PM BVB RS DB PatM JB

F4. The Park Ridge Board of Education approves the payment of Athletic Vouchers #9080-9097 in the total amount of \$2,193.00. *"F4"*

M: S:
FC PM BVB RS DB PatM JB

F5. The Park Ridge Board of Education approves Varsity Athletic Club Vouchers # 1156-1157 in the total amount of \$773.30. *"F5"*

M: S:
FC PM BVB RS DB PatM JB

F6. The Park Ridge Board of Education approves the November 2015 "Report of the Secretary" and the "Report of the Treasurer" to the Board of Education. "F6"

M: S:
FC PM BVB RS DB PatM JB

F7. The Park Ridge Board of Education approves the following 2015/2016 General Fund Transfers for the month of December 2015 in the amount indicated per Appendix A. "F7"

M: S:
FC PM BVB RS DB PatM JB

F8. The Park Ridge Board of Education accepts the Cafeteria Report for the month of November 2015. "F8"

M: S:
FC PM BVB RS DB PatM JB

F9. The Park Ridge Board of Education approves the purchase of computers from Apple Inc. in the amount of \$_-0-_, per State Contract #A70259.

M: S:
FC PM BVB RS DB PatM JB

F10. The Park Ridge Board of Education approves the purchase of technical support and equipment in the amount of \$_-0-_, per HCESC/Educational Data.

M: S:
FC PM BVB RS DB PatM JB

F11. The Park Ridge Board of Education accepts the 2015/2016 Report of Audit as presented by the accounting firm of Lerch, Vinci & Higgins, LLP, with a copy of the audit synopsis to be forwarded to the New Jersey Department of Education, Bergen County office, as per state regulations.
"F11"

M: S:
FC PM BVB RS DB PatM JB

F12. The Park Ridge Board of Education approves Ethel Prusha for nursing services at Our Lady of Mercy Academy for the period December 1, 2015 through June 30, 2016, in the amount of \$12,314.04. Ethel Prusha replaced Regina Carbone who provided services from September 1, 2015 through November 30, 2015.

M: S:
FC PM BVB RS DB PatM JB

BUILDINGS AND GROUNDS RESOLUTIONS

Be it resolved, upon the recommendation of the Superintendent of Schools in conjunction with the Business Administrator/Board Secretary that the following actions be taken:

BG1. The Park Ridge Board of Education approves the “Application for Use of Building Facilities” for TGA of Bergen County to use the East Brook Elementary School gym, as per attached schedule. “BG1”

M: S:
FC PM BVB RS DB PatM JB

BG2. The Park Ridge Board of Education approves the “Application for Use of Building Facilities” for PRAA to use the High School gym and mini gym for a Harlem Wizards Basketball Game, as per attached. “BG2”

M: S:
FC PM BVB RS DB PatM JB

BG3. The Park Ridge Board of Education approves the “Application for Use of Building Facilities” for Our Lady of Mercy School to use the outdoor track at the High School Field, per attached schedule. “BG3”

M: S:
FC PM BVB RS DB PatM JB

BG4. The Park Ridge Board of Education approves payment for the following change order for EI Associates, Project #ES7762.01 - HS Parking Lot Resurfacing:

Geotechnical Services and Civil Engineer Site Visit	\$2,127.50
Printing for Bid Documents	\$ 921.28

M: S:
FC PM BVB RS DB PatM JB

PERSONNEL RESOLUTIONS

Be it resolved, upon the recommendation of the Superintendent of Schools in conjunction with the Business Administrator/Board Secretary that the following actions be taken:

- P1. The Park Ridge Board of Education approves the appointment of the following substitutes for the 2015/16 school year:

Substitute Teachers

Mary Ann Peterfriend
Alexandra Sturm
Roula Saliby

M: S:
FC PM BVB RS DB PatM JB

- P2. The Park Ridge Board of Education approves the appointments/resignation of the following in the areas listed, for the 2015/16 school year:

OTHER APPOINTMENTS:

<u>NAME</u>	<u>POSITION</u>	<u>TIME/HOURLY RATE</u>
Susan Gincley	EXTRAS Adult Aide	\$17.50
Kaitlin Foley*	Girls' Volunteer Basketball Coach	N/A
Alexandra Sturm	Substitute Paraprofessional	\$14.50

**Pending approval of state-mandated paperwork.*

APPOINTMENTS – SCHEDULE “E”

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Lynn Weltler*	Assistant for Musical	\$738.50
Katelyn Saxton*	Assistant for Musical	\$738.50
Tina Bacolas	Chaperone for DECA State Competition in Cherry Hill	Feb. 24 & 25, 2016 2 Nights @ \$114/Night (\$228 Total)
Jack DiLisi	Chaperone for DECA State Competition in Cherry Hill	Feb. 24 & 25, 2016 2 Nights @ \$114/Night (\$228 Total)

*Position to be shared.

<u>NAME</u>	<u>POSITION</u>	<u>TIME/RATE</u>
Taline Gebhardt	Chaperone for PRE Club Trip	3 Nights @ \$114.00/Night
Mark Cosgrove	Chaperone for PRE Club Trip	N/A

Staff Professional Development Workshop Training – January 18, 2016

MO 012516

Consisting of 2 Hours Prep Time and 1 Hour Presentation @ \$72.00 Per Hour

<u>NAME</u>	<u>TRAINING COURSE</u>	<u>AMOUNT NOT TO EXCEED</u>
Chris Barba	Envision	\$216.00
Gina DeMar	Writing A-Z	\$216.00
Gina DeMar	Science A-Z	\$216.00
Gina DeMar	Ready Test A-Z	\$216.00
Karen Finnerty	Using Glogster to Enhance Instruction & Student Work	\$216.00
Karen Finnerty	Critical Literacies in the Classroom	\$216.00
Melissa Ballaera	Intro to Notice & Note Non-Fiction	\$216.00
Deborah Clare	Intro to Java Script	\$216.00
Deborah Clare	Implementing Java Script	\$216.00
Carolyn Harrington	Strategies for Notice and Note	\$216.00

RESIGNATION:

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Violette Dabaghian	Lunch Aide – East Brook	December 31, 2015
Jolyann Schoeppler	F/T Paraprofessional – High School	February 2, 2016

Home Instruction for Student *2321 from January 25, 2016 thru February 12, 2016: (Also see E7.)

<u>STAFF MEMBER</u>	<u>SUBJECT</u>	<u>TIME/RATE</u>	<u>ESTIMATED TOTAL</u>
Stephanie Buckley	American Literature	1 Hour/Week x 3 Weeks @ \$55/Hour	\$165.00
Samuel Lebreault	Conceptual Chemistry	1 Hour/Week x 3 Weeks @ \$55/Hour	\$165.00
Michael McQuade	Plane Geometry	1 Hour/Week x 3 Weeks @ \$55/Hour	\$165.00
Lucy Meyer	US History	1 Hour/Week x 3 Weeks @ \$55/Hour	\$165.00

M: S:
FC PM BVB RS DB PatM JB

P3. The Park Ridge Board of Education approves the reimbursement of anticipated conference/ seminar expenses for the following staff members for the 2015/16 school year:

<u>NAME</u>	<u>REASON/LOCATION FOR CONFERENCE/SEMINAR</u>	<u>DATE</u>	<u>AMOUNT NOT TO EXCEED</u>
Daniella Melen	AMTNJ, East Windsor, NJ	2/9/16	\$190.00
Ariel Weissman	AMTNJ, East Windsor, NJ	2/9/16	\$180.00
Chris Brown	DAANJ Convention Atlantic City, NJ	3/21/16 - 3/25/16	\$1,015.00
Elizabeth Termanini	Bureau of Education & Research Fairfield, NJ	3/2/16	\$240.00
Andrew Yeager	Assoc. of Student Assist Prof. Atlantic City, NJ	2/24-2/26/16	\$620.00
Barbara Dell'Armo	Power School Group Users Conf. Atlantic City, NJ	3/14-3/16/16	\$685.00
Tina Bacolas	Power School Group Users Conf. Atlantic City, NJ	3/14-3/16/16	\$685.00

M: S:
FC PM BVB RS DB PatM JB

P4. The Park Ridge Board of Education approves a Leave-of-Absence for Elizabeth Termanini, Middle School Collaborative Teacher, as follows:

- A Disability Leave-of-Absence from March 17, 2016 through April 4, 2016, with pay and with benefits.
- A New Jersey Family Leave from April 5, 2016 to June 30, 2016, without pay but with benefits.

The dates listed above are based on current attendance and are subject to change.

M: S:
FC PM BVB RS DB PatM JB

P5. The Park Ridge Board of Education approves an unpaid Leave-of-Absence for Theresa Scrivanich, East Brook Paraprofessional, from December 9, 2015 through from December 23, 2015. The dates listed above are based on current attendance and are subject to change.

M: S:
FC PM BVB RS DB PatM JB

P6. The Park Ridge Board of Education approves the appointment of Mary Ann Peterfriend as HS Special Education leave replacement teacher, from March 17, 2016 through June 30, 2016, on Step 6 of the BA Guide, at an annual salary of \$58,866, prorated to \$20,016.

M: S:
FC PM BVB RS DB PatM JB

P7. The Park Ridge Board of Education extends the appointment of Patricia Wilson as East Brook Elementary School speech language specialist leave replacement, from March 10, 2016 to June 30, 2016, on Step 6 of the MA+30 Guide, at an annual salary of \$67,073, prorated to \$24,816.

M: S:
FC PM BVB RS DB PatM JB

P8. The Park Ridge Board of Education ratifies the attached Data System Analyst's Contract for the 2015/16 school year. "P8"

M: S:
FC PM BVB RS DB PatM JB