

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey

PUBLIC BUDGET HEARING/REGULAR PUBLIC MEETING MINUTES
April 27, 2020
Electronic Public Meeting

Roll Call – Executive Session

Upon roll call at 6:30 P.M., the Board members responded as follows: Mmes. Kilday, Laforgia, Sullivan, and Zammitti Shaw. Messrs. Becker, Butto, Carolan, Fortunato, and Kinney. Mrs. Beverly MacKay, Superintendent of Schools; Mr. Frank C. Ceurvels, Business Administrator/Board Secretary; Mr. Travis Smith, RHS, Principal; and Dr. Greg Vacca, IHHS, Principal; were also present.

The meeting was called to order by the Board president at 6:30 P.M. Mr. Kinney announced that adequate notice of the meeting has been posted and published as required by law.

A motion was made by Mr. Butto and seconded by Mr. Carolan and unanimously carried to move into Closed Executive Session for the purpose of discussing personnel, litigation, and negotiations. Information from the Closed Executive Session will be made public at the discretion of the Board, as per Board Bylaw 0166, Executive Sessions, or as otherwise authorized by law. The Closed Executive Session was adjourned at 8 P.M.

Roll Call – Public Budget Hearing/Regular Public Meeting

Upon roll call at 8:04 P.M. Board members responded as follows: Mmes. Kilday, Laforgia, Sullivan, and Zammitti Shaw. Messrs. Becker, Butto, Carolan, Fortunato, and Kinney. Mrs. Beverly MacKay, Superintendent of Schools; and Mr. Frank C. Ceurvels, Business Administrator/Board Secretary; were also present.

The meeting was called to order by the Board President at 8:04 P.M. Mr. Kinney announced that due to the current State of Emergency, in accordance with N.J.S.A. 10:4-8(b), and guidance from the New Jersey Department of Community Affairs, Division of Local Government Services, this Meeting was posted and published as a remote meeting. He read a public statement advising the public to be aware that employees of the Ramapo Indian Hills Regional High School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. Mr. Kinney further stated that the Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

BOARD PRESIDENT'S REPORT

Mr. Kinney stated that the additional Committee assignments will be finalized in the near future.

Mr. Kinney reported that he is hopeful that sometime in May the Board will present a resolution for Board approval of the Interim Superintendent of Schools.

SUPERINTENDENT'S REPORT

Mrs. MacKay reported that the 2020-21 student enrollment is as follows: 212 incoming Freshmen enrolled at Indian Hills High School; 304 incoming Freshmen enrolled at Ramapo High School. The total student enrollment is as follows: 930 students at Indian Hills High School; 1,265 students at Ramapo High School.

Mrs. MacKay stated that District administration, while awaiting a decision from Governor Murphy, is currently planning for a traditional graduation ceremony for the senior classes as well as planning for a virtual graduation ceremony for the senior classes.

In anticipation of National Teachers' Recognition Week during the Week of May 11,

Mrs. MacKay thanked District teachers for their outstanding job during this virtual learning period.

BUSINESS ADMINISTRATOR’S REPORT

Mr. Ceurvels reported on District capital projects/initiatives as follows: 1) the IHHS Window Project is on hold however the schematics are being drafted now; 2) the Locker Room Project Upgrades are in progress; a Construction Meeting is scheduled on May 1 and 3) the Finance Reports on the Agenda for Board approval are for the months of January and February.

Mr. Ceurvels will continue to update the Board as to the status of these projects/initiatives.

PUBLIC DISCUSSION OF AGENDA AND NON-AGENDA ITEMS

A. Moved by CAROLAN Seconded BECKER to open the meeting to public discussion.

Mr. Madigan, Wyckoff, Education Liaison, thanked the members of the Board for their commitment to the District. He asked that during the Budget Public Hearing the presentation includes the surplus during the past two years, the plans for next year, and the tax levy for the residents of Wyckoff.

B. Moved by CAROLAN Seconded BUTTO to close public discussion of agenda items and to re-enter the Budget Public Hearing/Regular Public Meeting.

BUDGET PUBLIC HEARING

Mrs. MacKay, Mr. Ceurvels, and Mr. Sutherland presented the proposed 2020-21 Budget. A brief Question and Answer Session followed the presentation.

Mrs. MacKay thanked Mr. Ceurvels and Ms. Parrella for their work on the District’s 2020-21 Budget, and thanked Mr. Sutherland for his presentation on the proposed changes to curriculum.

Members of the Board thanked Mrs. MacKay and Mr. Ceurvels for their presentation.

The following motion was approved by roll call: **B1**

Moved by: CAROLAN Seconded: BUTTO

B1. BE IT RESOLVED, that the Ramapo Indian Hills Regional High School District Board of Education adopt the budget for the 2020-21 School Year as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$56,425,646	\$51,818,384
Budget Reductions	\$(489,347)	\$(948,129)
Total Revised General Fund	\$55,936,299	\$50,870,255
Total Special Revenue Fund	374,460	N/A
Total Debt Service Fund	1,559,050	1,559,050
Revised Total	\$57,869,809	\$52,429,305

B1
 RC): Becker ✓, Butto ✓, Carolan ✓, Fortunato ✓, Laforgia ✓,
 Sullivan ✓, Zammitti Shaw ✓, Kilday ✓, Kinney ✓

The following motions were approved by roll call: **B2 – B3**

Moved by: BUTTO Seconded: CAROLAN

B2. To approve the resolution as follows:

WHEREAS, school District Policy 9250 and *N.J.A.C. 6A:23B-1.2(b)* provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2020-21;

WHEREAS, the Ramapo Indian Hills Regional High School District appropriated \$90,000 for travel during the 2019-20 School Year and has spent \$61,954 as of March 8, 2020; and

NOW, THEREFORE BE IT RESOLVED, that the Ramapo Indian Hills Regional High School District Board of Education hereby establishes the school district travel maximum for the 2020-21 School Year at the sum of \$100,000, and

BE IT FURTHER RESOLVED that the school business administrator shall track and record these costs to insure that the maximum amount is not exceeded.

B3. To adjourn the Budget Public Hearing and move into the Regular Public Meeting.

B2 – B3

RC): Becker ✓, Butto ✓, Carolan ✓, Fortunato ✓, Laforgia ✓,
Sullivan ✓, Zammitti Shaw ✓, Kilday ✓, Kinney ✓

Recess

Upon motion of Mr. Becker, and seconded by Mr. Carolan, and carried the Board recessed the Regular Public Meeting for a short break at 10:01 P.M.

Reconvene

Upon motion of Mr. Becker and seconded by Mr. Butto, the Regular Public Meeting was reconvened at 10:08 P.M.

ACTION ITEMS - ✓ = Yes

The following motions were approved by roll call:

Moved by: FORTUNATO Seconded: CAROLAN

To approve Closed Executive Session Minutes of March 2, 2020.

To approve Closed and Action/Work Session Minutes of March 9, 2020.

To approve Closed Executive Session Minutes of March 10, 2020.

To approve Emergency Meeting Minutes of March 12, 2020.

To approve Special Public Meeting Minutes of March 31, 2020.

RC): Becker ✓, Butto ✓, Carolan ✓, Fortunato ✓, Laforgia ✓,
Sullivan ✓, Zammitti Shaw ✓, Kilday ✓, Kinney ✓

The following motions were approved by roll call: **P1 – PO3**

Moved by: BECKER Seconded: CAROLAN

PERSONNEL

P1. To amend, as recommended by the Superintendent of Schools, the employment date of Sevana Bohchalian, RHS, Social Worker, from June 15 - 30, 2020 to June 1 - 30, 2020.

P2. To amend, as recommended by the Superintendent of Schools, the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing

- unused sick leave as allowed by law, for Lauren Gibson, RHS, Art, effective on or about June 4 - 17, 2020.
- P3. To amend, as recommended by the Superintendent of Schools, the request for a paid Maternity Leave of Absence (Presumptive Period of Disability), utilizing unused sick leave as allowed by law, for Graziella Lazzara, RHS, World Languages, effective on or about June 11 - 17, 2020.
- P4. To amend, as recommended by the Superintendent of Schools, the appointment of Krista Voto, RHS, Art, Temporary Leave Replacement Teacher for Lauren Gibson, not accruing tenure in the position, BA+15, Step 1, \$285.97/diem, plus two transition days, effective for the period June 1 - 17, 2020, and subject to all federal, state, county and local regulations, governing said employment; and further move to approve applicant's attestation that she has not been convicted of any disqualifying crime pursuant to the provisions of *N.J.S.A. 18A:6-7.1 et seq.*, *N.J.S.A. 18A:39-17 et seq.*, *N.J.S.A. 18A:6-4.13 et seq.*, and *N.J.S.A. 18A:12-1 et seq.*
- P5. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Chris Csengeto, IHHS, English, Period 3, at the contractual stipend of \$9,530, pro-rated, effective for the period May 7 - June 17, 2020.
- P6. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Keri Myones, RHS, English, Period 4, at the contractual stipend of \$9,530, pro-rated, effective for the period May 7 - June 17, 2020.
- P7. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Olivia Heidenfelder, RHS, English, Period 5, at the contractual stipend of \$9,530, pro-rated, effective for the period May 7 - June 17, 2020.
- P8. To approve, as recommended by the Superintendent of Schools, the fifth period teaching assignment for Catherine Copeland, RHS, English Supplemental, Period 8, at the contractual stipend of \$5,165, pro-rated, effective for the period May 7 - June 17, 2020.
- P9. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Jill Matcovich, RHS, English, Period 9, at the contractual stipend of \$9,530, pro-rated, effective for the period May 7 - June 17, 2020.
- P10. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Kim Angerson, RHS, Science, Period 4, at the contractual stipend of \$9,530, pro-rated, effective for the period May 11 - June 17, 2020.
- P11. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Ashley Gross-Green, RHS, Science, Period 5, at the contractual stipend of \$9,530, pro-rated, effective for the period May 11 - June 17, 2020.
- P12. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Michael Michels, IHHS, Science, Period 6, at the contractual stipend of \$9,530, pro-rated, effective for the period May 11 - June 17, 2020.
- P13. To approve, as recommended by the Superintendent of Schools, the sixth period teaching assignment for Ashley Murphy, IHHS, Science, Period 9, at the contractual stipend of \$9,530, pro-rated, effective for the period May 11 - June 17, 2020.
- P14. To approve, as recommended by the Superintendent of Schools, the extended teacher replacement assignment for Angela Manzi, IHHS, UP & Science Supervisor, Periods 1 and 2A, at the contractual rate of \$24/class for the first six days of the assignment, and beginning on the seventh day of the assignment, at the contractual rate of \$50/class, as per the terms and conditions of the *Agreement between the Ramapo Indian Hills Board of Education and the Ramapo Indian Hills*

Supervisors' Association, effective for the period May 11 - June 17, 2020.

- P15. To approve, as recommended by the Superintendent of Schools, the revised Job Description, Administrative Assistant - Instructional Technology, Grade II.
- P16. To approve, as recommended by the Superintendent of Schools, the change in assignment for Heather Michels, from IHHS, Administrative Assistant - Instructional Technology, Grade II, 10 months, Step Top+1, \$52,700, to District, Administrative Assistant - Instructional Technology, Grade II, 12 months, Step Top+1, \$62,575, effective for the period May 1 - June 30, 2020.
- P17. To accept, the retirement, with regret, effective July 1, 2020, as follows:

WHEREAS, Peter Keaney has dedicated himself to the Ramapo Indian Hills Regional High School District for 13 years and 7 months as the Coordinator of Facilities and Operations and Health & Safety Officer; displaying an unselfish commitment to our children; exemplifying the ideals of professionalism and the standard of excellence, and

WHEREAS, the Ramapo Indian Hills Regional High School District Board of Education, together with its citizens, wishes to acknowledge exemplary service that Peter Keaney has provided our children,

NOW, THEREFORE, BE IT RESOLVED THAT the Ramapo Indian Hills Regional High School District Board of Education does hereby extend its appreciation and gratitude to Peter Keaney in recognition of his exemplary service to our school district.

FINANCE

- F1. That the financial report of the business administrator and the treasurer of school monies for the months of January and February 2020, including a cash report for that period, be approved and ordered filed.
- F2. To authorize, as recommended by the Superintendent of Schools, approval of the *Committed Purchase Order Report* for the months of February and March 2020, having been duly audited by the business administrator and the chairperson of the Finance Committee.
- F3. To approve, as recommended by the Superintendent of Schools, approval of bills drawn on the current account in the total amount of \$4,346,504.80 for materials received and/or services rendered, including the March 15 and March 31, 2020 Payrolls, having been duly audited by the business administrator and the chairperson of the Finance Committee, and previously paid, be ratified by the Board.
- F4. To ratify, as recommended by the Superintendent of Schools, the February 29, 2020 Payroll in the amount of \$1,461,777.47 having been duly audited by the business administrator and the chairperson of the Finance Committee, and previously paid, approved by the Board. (Amount was not available for the February 24, 2020 Regular Public Meeting.)
- F5. To authorize, as recommended by the Superintendent of Schools, approval of bills drawn on the current account in the total amount of \$2,763,813.16 including the April 15, 2020 Payroll, for materials received and/or services rendered, having been duly audited by the business administrator and the chairperson of the Finance Committee.
- F6. That, as recommended by the Superintendent of Schools, the additional bills paid in March 2020 and drawn on the current account in the total amount of \$556,829 for materials received and/or services rendered, having been duly audited by the business administrator and the chairperson of the Finance Committee, and previously paid, be ratified by the Board.
- F7. That, as recommended by the Superintendent of Schools, bills in the District

Cafeteria Fund in the total amount of \$142,194.10 having been duly audited and approved by the business administrator/board secretary and previously paid, be approved by the Board as follows:

ARAMARK	\$141,033.85	February Operations
RIH District Cafeteria Fund	\$1,160.25	February Student Lunches

- F8. That, as recommended by the Superintendent of Schools, bills in the District Cafeteria Fund in the total amount of \$162,764.91 having been duly audited and approved by the business administrator/board secretary be approved by the Board as follows:

ARAMARK	\$161,704.41	March Operations
RIH District Cafeteria Fund	\$1,060.50	March Student Lunches

- F9. To approve, as recommended by the Superintendent of Schools, transfers and to authorize the superintendent and business administrator/board secretary to make additional transfers that would be ratified at the next Board Meeting as necessary to comply with State requirements in accordance with Policy 6422 as per the attached *Expense Account Adjustment Analysis* for the months of January, February, and March 2020.
- F10. That pursuant to *N.J.A.C. 6:23A-16.10(c)4*, we certify that as of January 31, 2020, February 29, 2020 and March 31, 2020 after review of the Secretary's monthly financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over-expended in violation of *N.J.A.C. 6A:23A-16.10(b)* and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

- F11. To approve the resolution as follows:

Receipt of Certification from Board Secretary

Pursuant to *N.J.A.C. 6:23A-16.10(c)4*, I, Frank C. Ceurvels, certify that as of February 29, 2020 and March 31, 2020, no budgetary line item account has obligations or payments (contractual orders) which in total exceeds the amount appropriated by the District Board of Education pursuant to *N.J.S.A. 18A:22-8* and *N.J.S.A. 18A:22-8.1*.

- F12. To approve, as recommended by the Superintendent of Schools, the reimbursement to the Current Account from the District Cafeteria Account for repairs and maintenance expenditures in the amount of \$25,600.54.
- F13. To authorize, as recommended by the Superintendent of Schools, the Business Administrator/Board Secretary to pay bills, as necessary, which will be ratified at the following Regular Public Meeting of the Board of Education.

POLICY

- PO1. To approve, as recommended by the Superintendent of Schools, the first reading of revised District Policy 4218, Use, Possession, or Distribution of Substances.
- PO2. To approve, as recommended by the Superintendent of Schools, the second and final reading of revised District Policy 2431.3, Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extracurricular Activities.
- PO3. To approve, as recommended by the Superintendent of Schools, revised District Regulation 2431.2, Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad.

RC): Becker ✓, Butto ✓, Carolan ✓, Fortunato ✓, Laforgia ✓,
Sullivan ✓, Zammitti Shaw ✓, Kilday ✓, Kinney ✓

COMMITTEE REPORTS

Mrs. Laforgia reported that members of the Public Relations Committee met prior to tonight's Board Meeting to discuss proposed changes to the District's website.

Mr. Carolan stated that the members of the Negotiations Committee are awaiting the responses to the RFP that was sent out to consultants at the end of April.

Ms. Sullivan reported that an Extra-Curricular Committee Meeting is scheduled on April 28.

Mr. Fortunato reported that progress is being made on the Girls' Locker Room Project and the IHHS Windows Project is currently on hold.

Mrs. Zammitti Shaw reported that the members of the Policy Committee met on April 23 to discuss District Policies and Regulations.

Mr. Becker reported that the members of the Education Committee met on April 22 to discuss agenda items as follows: 1) June 2020 Graduation Plans and other end-of-year activities; 2) the 2020-21 Master Schedule; and 3) assessment of virtual learning. An Education Committee Meeting is scheduled on May 7.

BOARD COMMENTS

Board members thanked the members of the Finance Committee and Mr. Ceurvets for their work on the 2020-21 Budget.

Mrs. Laforgia stated that she attended the PTSO Meeting.

Mr. Fortunato stated that he plans to attend the APTS Meeting.

Mr. Kinney discussed the additional Board Committee assignments as follows: Liaisons to Municipalities: Mr. John Butto, Franklin Lakes; Ms. Judith Sullivan, Oakland; and Mr. John Carolan, Wyckoff. Liaisons to Boards of Education: Mrs. Natalie Zammitti Shaw, Franklin Lakes; Mrs. Teresa Kilday, Oakland; and Mr. Robert Fortunato, Wyckoff. APTS Representative: Mr. Robert Fortunato; PTSO Representative: Mrs. Filomena Laforgia; Mr. Robert Fortunato, Alternate.

Mr. Ceurvets thanked Mr. Keaney for his many years of service in the District.

PUBLIC DISCUSSION

A. Moved by CAROLAN Seconded BUTTO to open the meeting to public discussion.

Mr. Madigan thanked Mr. Ceurvets for his work on the District's 2020-21 Budget.

B. Moved by CAROLAN Seconded BUTTO to re-enter the Regular Public Meeting.

ANTICIPATED FUTURE MEETING DATES

Mr. Kinney announced anticipated future meeting dates as follows:

Monday, May 11, 2020, Action/Work Session, Electronic Public Meeting, 8 P.M.

Wednesday, May 27, 2020, Regular Public Meeting, District Conference Room, 8 P.M.

ADJOURNMENT

Moved by CAROLAN Seconded: BUTTO to adjourn at 10:28 P.M.

John Kinney
Board President

Frank C. Ceurvels
Business Administrator/Board Secretary