

**RIVER DELL REGIONAL BOARD OF EDUCATION**

**REGULAR SESSION**

December 19, 2016

A Regular Session Meeting of the River Dell Board of Education was held in the River Dell High School Media Center Monday, December 19, 2016. Board President, Joseph Manzelli called the meeting to order at 8:00 p.m.

**Board Members Present**

ROLL CALL

Claudia O’Neill, Albert Graef, Douglas Kupfer, Anthony Barbary, Barbara Kuchar, Stephanie Hartman, Alan Feigenson and Joseph Manzelli were present. Patrick Gallagher was absent.

**Others Present**

Patrick J. Fletcher, Superintendent of Schools  
Thomas L. Bonfiglio, Business Administrator/Board Secretary  
Lisa Finn, Secretary  
Jordan Auriemma, Student Representative  
Garrett DeMarrais, Student Representative  
40 members of the public

Mr. Bonfiglio led everyone in a salute to the flag.

FLAG SALUTE

Mr. Bonfiglio read the following statements:

OPEN PUBLIC MEETING STMT.

The New Jersey Open Public Meetings 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. In accordance with the provisions of this Act, the River Dell Regional Board of Education has caused notice of this regular meeting to be publicized by having the date, time, and place thereof sent to THE RECORD (primary), THE TOWN NEWS, and/or THE STAR LEDGER newspapers, the constituent borough clerks and borough libraries, as well as posting in the school district principals’ offices, faculty rooms, and Board Office and website.

According to New Jersey Public Law 2001, Chapter 226, the smoking or use of any tobacco product is strictly prohibited anywhere in the public school buildings or anywhere on school grounds, including but not limited to the parking lots, grassy areas, and athletic fields. Violators will be subject to a fine not to exceed \$100.00.

Mrs. Kuchar read the mission statement.

MISSION STATEMENT

**IV. Public Comments (on agenda items only)-None**

**PRESENTATION:**

PRESENTATIONS

High School Select Choir—Kathryn Zintel  
Oradell Rotary Club to INTERACT Club—Mark Dance  
2015-2016 CAFR-Susan White, Smolin, Lupin & Co., PA

1. Motion was made by Mr. Graef, seconded by Mr. Barbary to recommend that the Board, having received copies of the 2015-2016 Audit, acknowledge having:

2015-2016 AUDIT

- Discussed the Audit,
- Reviewed the recommendations,
- Accepted the audit,
- Accepted the Corrective Action Plan.

Motion carried by the following roll call vote:

Mrs. O'Neill, Mr. Graef, Mr. Kupfer, Mr. Barbary, Mrs. Kuchar, Mrs. Hartman, Mr. Feigenson and Mr. Manzelli voted aye.

Mr. Gallagher was absent.

**V. Student Member Report**

The student liaisons gave brief updates on academic, athletic and extra-curricular activities and achievements.

STUDENT MEMBER  
REPORT

**VI. Reports**

1. President's Report

PRESIDENT'S RPT.

Mr. Manzelli reported on the following topics:

- Happy Holidays
- Delegate Assembly
- Mandated training

2. Superintendent's Report

SUPERINTENDENT'S  
REPORT

Mr. Fletcher reported on the following topics:

- Kathryn Zintel Director of the Chorus
- Random Drug Testing Program
- Happy Holidays

Mr. Fletcher and Mr. Bonfiglio complemented Mrs. Finn, Mrs. Stokes, Mrs. Cutri and Mrs. Guzman on an excellent audit.

- \* Motion was made by Mrs. O'Neill seconded by Mr. Kupfer to move that all items designated with asterisks (\*) be a part of a consent agenda and approved.

CONSENT  
AGENDA

Motion carried by the following roll call vote:

Mrs. O'Neill, Mr. Graef, Mr. Kupfer, Mr. Barbary, Mrs. Kuchar, Mr. Feigenson and Mr. Manzelli voted aye. Mrs. Hartman voted to abstain on the 11/21/16 Board Minutes and voted aye on the rest. Mr. Gallagher was absent.

## VII. Board Meeting Minutes

- \* approve the following Board meeting minutes:

BOARD MINUTES

November 7, 2016 Executive and Regular Sessions  
November 21, 2016 Executive and Regular Sessions

## VIII. Personnel

### A. Special Requests

- \*1. approve professional day requests for the following staff members to attend workshops/conferences as noted and in accordance with appropriate statute:

PROF. DAY  
REQUESTS FOR  
STAFF

Name	Workshop/Conference	Dates	Cost (Not to exceed)
Michael O'Toole	SUPA Downstate Seminar-Sociology, NYC	12/13/2016	\$20
William Feldman	Formative Assessment National Conf., Orlando, FL	2/26-28/2017	\$1,749
Kathryn Zintel	NJSMA HS Regional Chorus Auditions, Paramus, NJ	1/7/2017	\$22
Marianthe William	Tech & Learning Live, Washington, DC	12/7/2016	\$450
Matt Winchell	SUPA Sociology Seminar, NYC	12/13/16	\$23
Randie O'Neil	ASAPNJ Annual Conference, Long Branch, NJ	2//8-10/17	\$125
Kerri Koch	Setting Up a Digital Classroom, Paramus, NJ	1/18/17	\$75
Kerri Koch	Beginners Guide to Creating Digital Lessons, Paramus, NJ	1/27/17	\$100

- \*2. BE IT RESOLVED that the Board of Education grants Teacher of Special Education Sara Ferrisa federal family and medical leave of absence (FMLA) with pay for the period beginning November 28, 2016 to December 15, 2016; an unpaid FMLA from December 16, 2016 to March 22, 2017; an unpaid medical leave from March 23, 2017 to April 2, 2017; and an unpaid SFMLA from April 3, 2017 to May 31, 2017.

S. FERRIS  
(FMLA/SFMLA)

- \*3. approve placement of Michelle Huberfeld as an intern in the Guidance Department at the middle school for 200 hours beginning January 3 to May 1, 2017, with Lisa Braconi as cooperating counselor.

M. HUBERFELD  
GUIDANCE INTERN

- \*4. approve the placement of Erik Novack as a student teacher in the high school physical education department with Ron Van Sadlers as cooperating teacher from February 6 to May 1, 2017.

E. NOVACK  
STUDENT TEACHER  
H/S PHYS. ED. DEPT.

**B. Resignations/Retirements**

- \*1. rescind the appointment of Thomas Nolan as Assistant Indoor Track Coach for the 2016-2017 school year.

RESCIND T. NOLAN  
ASST. INDOOR  
TRACK COACH

**C. Reappointments/Reassignments/Transfers-None**

**D. Salary Adjustments/Corrections-None**

**E. Appointments**

- \*1. approve the appointment of Timothy Trochanowski as an Assistant Indoor Track Coach, at a stipend of \$4,789 (Step 3A) for the 2016-2017 school year.

T. TROCHANOWSKI  
ASST. INDOOR  
TRACK COACH

- \*2. rescind the shift change (Tuesday to Saturday from November 1 to April 1) for BSU Employee Michael Onorato, effective December 12, 2016, and approve the shift change for BSU Employee Doug Habenstriet effective December 13, 2016, at a prorated stipend of \$1,250 as per the RDEA Agreement.

RESCIND SHIFT CHANGE  
FOR M. ONORATO  
APPROVE SHIFT  
CHANGE FOR  
D. HABENSTRIET

- \*3. approve the appointment of the following extra-curricular advisors for the 2016-2017 school year:

EXTRA-CURRICULAR  
ADVISORS

Activity	Advisor	Step	Salary
Spring Musical-Musical Director	Jarred Lee	1	\$2,181
Spring Musical-Choreographer	Judi Niebuhr	1	\$1,307
Spring Musical-Technical Director	Anne Bertasso	1	\$748

- \*4. appoint the following Special Education teachers, for an additional 20% scheduled, at the prorated salaries and effective dates noted to May 31, 2017:

ADD'L 20%  
SCHEDULE FOR  
SPEC. ED. STAFF

Teacher	Prorated Salary	Effective Date
Marissa VanTol	\$76.58 per diem (20% of \$76,577 MA Step 10)	December 13 to 19, 2016
Pam LoPilato	\$19,329 (20% of \$96,645 MA Step 16)	December 19, 2016
Jeanne Massaro	\$15,315 (20% of \$76,577 MA+48 Step 7)	December 13, 2016
Demetra Binder	\$19,593 (20% of \$97,964 MA+48 Step 14)	December 14, 2016
Vicky Kantanas	\$19,329 (20% of \$96,645 MA Step 16)	December 13, 2016
Mike Tota	\$19,329 (20% of \$96,645 MA Step 16)	December 20, 2016

**IX. Curriculum/Student Affairs and Activities**

- \*1. approve the following new curricula for the 2017-2018 school year:

NEW CURRICULA  
2017-2018

- AP Computer Science A
- English 9
- Language and Composition 9

Mr. Fletcher recommended that the following resolution be withdrawn:

WITHDRAWN  
RESOLUTION

- \*3. It is recommended by the Superintendent that the Board approve the proposed 2017-2018 School Calendar, as per the attached.

**XI. Finance/District Operation**

- \*1. accept, that as of **November 2016** after review of the appropriate sections of the monthly financial reports of the School Business Administrator/ Board Secretary, and upon consultation with the School Business Administrator and other 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:23-2.11(b) and that sufficient funds are available to meet the District's financial obligations anticipated for the remainder of the fiscal year and is in agreement with the Treasurer's Report.

ACKNOWLEDGE NO  
OVER-EXPENDITURES  
ACCEPT BOARD  
SECRETARY'S REPORT

- \*2. accept the Scholarship Analysis Report for the months ending **November 2016**.

SCHOLARSHIP  
ANALYSIS RPT.

- \*3. recommend bill payments in the amount of **\$1,470,351.66** including **\$29,541.16** from Cafeteria Account Funds, and **\$352,326.93** for previously issued warrants, and **\$1,118,024.73** for River Dell warrants to be issued, of which **\$-0-** is to be issued for capital projects, for the period ending **December 19, 2016**. (Members who had voucher reimbursements due them for Board connected expenditures listed on the bill list will indicate that their vote of approval will not include approval of any bill payment to them individually for those expenditures, or for any payee listed for whom they have performed services.)

BILL PAYMENT

- \*5. accept the following donations into the Scholarship Accounts for the month of **December 2016**:

DONATIONS  
SCHOLARSHIP  
ACCOUNTS

Scott Evan Baker Scholarship	<u>\$25.00</u>
Total:	\$25.00

- \*6. accept the Treasurer of School Monies Report for the months of **November 2016** and is in agreement with the Board Secretary's Report. TREASURER OF SCHOOL MONIES RPT.
- \*7. approve the use of extraordinary aid in the following manner: EXTRAORDINARY AID  
56-566 Tuition—private \$12,163
- \*8. approve a Joint Transportation Agreement with the New Milford Board of Education—Routes D7MD and D8PM—for the 2016-2017 school year to transport River Dell students to Paramus Vocational Technical Schools (Satellite), at a cost of \$5,290.83. JOINT TRANSPORT. AGREEMENT WITH NEW MILFORD
- \*9. approve the disposal of the unused and/or outdated material listed: DISPOSAL OF UNUSED & OR OUTDATED MATERIAL
- TOBI computer with stand, power pack, AMDI Tech Talk, as well as cases, and other assorted accessories, which has a fixed asset tag #4000 (outdated)
  - (1) Quick Pad (outdated)
  - (2) HP Chat PCs with discs (outdated/not working)
  - (1) Dynavox System (not working)
  - (1) Carousel Projector (no longer needed)
  - (1) Comtex System (outdated/not working)
  - (1) Victor-Reading Stream (CD Edition) (outdated)
  - (2) Alpha Smarts (outdated/not working)
  - (1) Califone cassette player/reading for the blind (no longer used by Ally Learning)
  - (1) talking reading player/reading for the blind (no longer used by Ally Learning)
  - (4) small cassette players (no longer used)
  - (4) Fearon Basic English textbooks (outdated 1990)
- \*10. approve bedside instruction for student #170640 at High Focus Day Program, effective December 4, 2016, for ten hours per week for four to six weeks, provided by Professional Education Services, Inc. at the rate of \$50.78 an hour. BEDSIDE INSTRUCTION FOR STUDENT #170640

## **X. Miscellaneous**

1. Motion was made by Mrs. O'Neill, seconded by Mrs. Hartman to approve the second reading of the following policies: SECOND READING OF POLICIES
- 1000 Series:** 1100\* Communicating with the Public
- 2000 Series:** 2224\* Non-Discrimination/Affirmative Action

<b><u>3000 Series:</u></b>	3100*	Budget Planning, Preparation and Adoption
	3220/3230*	State Funds; Federal Funds
	3327*	Relations with Vendors
	3542/3542.1*	Food Service/Wellness/Nutrition
<b><u>4000 Series:</u></b>	4111*	Recruitment, Selection and Hiring—Certified Staff
	4111.1	Non-Discrimination/Affirmative Action—Certified Staff
	4131/4131.1*	Staff Development: In-service Education/Visitations/ Conferences—Certified Staff
	4211*	Recruitment, Selection and Hiring—Non-Certified Staff
	4211.1*	Non-Discrimination/Affirmative Action—Non-Certified Staff
<b><u>5000 Series:</u></b>	5111*	Admission
	5114*	Suspension and Expulsion
	5120*	Assessment of Individual Needs
	5131	Conduct/Discipline
	5141.21*	Administering Medication
	5141.4*	Child Abuse and Neglect
	5145.4*	Equal Educational Opportunity
<b><u>6000 Series:</u></b>	6010*	Goals and Objectives
	6121*	Nondiscrimination/Affirmative Action
	6140*	Curriculum Adoption
	6142.2*	English as a Second Language: Bilingual Programs
	6142.10*	Technology: Network, Computing Network, Devices, Communications, Digital Environments or Digital Media
	6142.12*	Career Education
	6145*	Extracurricular Activities
	6147.1*	Evaluation of Individual Student Performance
	6171.2*	Gifted and Talented
<b><u>9000 Series:</u></b>	9200*	Orientation and Training of Board Members
	9270*	Conflict of Interest

Motion carried by the following roll call vote:

Mrs. O'Neill, Mr. Graef, Mr. Kupfer, Mr. Barbary, Mrs. Kuchar,  
Mrs. Hartman, Mr. Feigenson and Mr. Manzelli voted aye.  
Mr. Gallagher was absent.

2. Motion was made by Mrs. O'Neill, seconded by Mrs. Hartman to approve the following regulations and exhibits:

REGULATIONS &  
EXHIBITS

**2000 Series:** 2130R Administrative Staff Principal Evaluation

- 5000 Series:** 5141.21\*R Administering Medication  
 5141.21E-6 Authorization for Release of Information for  
 Administration of Medical Marijuana

Motion carried by the following roll call vote:  
 Mrs. O’Neill, Mr. Graef, Mr. Kupfer, Mr. Barbary, Mrs. Kuchar,  
 Mrs. Hartman, Mr. Feigenson and Mr. Manzelli voted aye.  
 Mr. Gallagher was absent.

**XI. Finance/District Operation**

4. Motion was made by Mr. Graef, seconded by Mr. Feigenson to accept line item transfers and the adjustments as listed in the Financial Report for the month ending **November 2016**. LINE ITEM TRANSFERS  
AND ADJUSTMENTS

Motion carried by the following roll call vote:  
 Mrs. O’Neill, Mr. Graef, Mr. Kupfer, Mr. Barbary, Mrs. Kuchar,  
 Mrs. Hartman, Mr. Feigenson and Mr. Manzelli voted aye.  
 Mr. Gallagher was absent.

**XII. Items for Board Discussion and Decision-None**

- XIII./XIV. Old Business/New Business** OLD BUSINESS/  
NEW BUSINESS  
 The following topic was discussed:  
 • Network Drive for Students

**XV. Public Comments—General-None**

Motion was made by Mrs. Hartman, seconded by Mrs. O’Neill to adopt the following resolution at 8:56: EXECUTIVE  
SESSION

**WHEREAS**, “The Open Public Meetings Law,” PL1975-231 allows a public body to hold a Closed Session in order to discuss personnel and other matters, **NOW THEREFORE BE IT RESOLVED**, that the River Dell Regional Schools Regional School District go into Executive Session.

Motion carried by all ayes.

Motion was made by Mrs. O’Neill, seconded by Mrs. Hartman to resume open session at 9:21 p.m. RESUME OPEN  
SESSION



**XVI. Adjournment**

ADJOURNMENT

Motion was made by Mrs. Hartman, seconded by Mrs. O'Neill to adjourn the meeting at 9:22 p.m.

Motion carried by all ayes.

Respectfully submitted,

Thomas L. Bonfiglio  
Business Administrator/Board Secretary