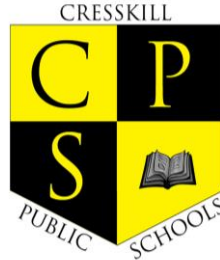


CRESSKILL BOARD OF EDUCATION



Regular Meeting, December 12, 2016
Board of Education Conference Room, 7:30 PM

The Regular Meeting of the Cresskill Board of Education was held on Monday, December 12, 2016 in the Board of Education Conference Room. The meeting was called to order by Denise Villani at 7:30 p.m.

CALL TO ORDER

Pledge of Allegiance

ROLL CALL

PRESENT: Trustee Sally Cummings
Trustee Michael DePalo
Trustee Mary Klein
Vice President Stephen Moldt
Trustee Rosanne Rabinowitz
Trustee Cindy Wolfer
President Denise Villani

ABSENT: Trustee Caryn Aronson
Trustee John Park

ALSO PRESENT: Mr. Michael Burke, Superintendent
Mrs. Antoinette Kelly, CPA, Business Administrator/Board Secretary

READING OF THE OPEN PUBLIC MEETING STATEMENT

“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 interest is discussed or acted upon. In accordance with provisions of the act, The Cresskill Board of Education has caused notice of this meeting taking place in the Board of Education Conference Room be published by having date, time and place thereof posted in the Cresskill Board of Education office, sent to the Cresskill Library and Cresskill Borough Hall.”

PUBLIC COMMENTS – AGENDA ITEMS ONLY

Citizens may address the Board of Education on any item listed on the agenda. Citizens will give their name and address when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them.

No action taken at this time.

MINUTES

On a motion by Sally Cummings, seconded by Rosanne Rabinowitz and carried, the Board approved the Minutes.

Resolved, that the Board of Education, upon recommendation of the Superintendent, approve the Minutes of:

November 14th, 2016 - Regular Meeting
 November 28th, 2016 – Regular Meeting

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

PERSONNEL

On a motion by Rosanne Rabinowitz, seconded by Stephen Moldt and carried, the Board approved the Personnel items.

- Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve, in accordance with the current agreement between the Board and Association, Article XXII, the following teachers will be reimbursed \$50 for attending more than one (1) back to school night: **Megan Berlamino, David Fried, Jennifer Glebocki, Michael McCourt, Jessica Otiniano, and Dawn Egan-Wysocki**
- Resolved**, that the Board of Education, upon the recommendation of the Superintendent, approve, **Jonathan Enfeld** and **Sheila Rosselli Del Turco** as substitute teachers for the 2016-2017 school year.
- Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve twenty (20) Field Experience Hours in Social Studies for **Andrew Ongchin**, in the Cresskill Middle/High School in Spring 2017.
- Resolved**, that the Board of Education, upon recommendation of the Superintendent, accept and approve the retirement of **John Jurasek**, Mathematics teacher, Cresskill Middle/High School, effective July 1, 2017.
- Resolved**, that the Board of Education, upon recommendation of the Superintendent, amend the paternity leave of **Michael Mirkovic**, Special Education/Math teacher, Cresskill Middle/High School, to an anticipated start date of December 13, 2016 through January 16, 2017.

6. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve the appointment of **Jessica Fallon**, paternity leave replacement teacher for Michael Mirkovic, Special Education/Math teacher, Cresskill Middle/High School, \$263 per diem, effective December 13, 2016 through January 16, 2017, with start/end date subject to change.
7. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, amend the maternity leave return date of **Meaghan Lerner**, Elementary teacher, Edward H. Bryan School, to March 8, 2017.
8. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, amend the end date of maternity leave replacement position of **Rena Tracy**, Elementary teacher for Meaghan Lerner, Edward H. Bryan School, to March 7, 2017.
9. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve the medical leave of absence for **Mary Jane Luppino**, English teacher, Cresskill Middle School, effective January 2, 2017 through approximately January 31, 2017.
10. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, accept the resignation of **Carlos Canizales**, Custodian, Cresskill Middle/High School, effective December 30, 2016.
11. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, accept the resignation of **Jeff Daly**, JV Baseball Coach, for the 2016-2017 school year.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

EDUCATIONAL PLANNING

On a motion by Mary Klein, seconded by Rosanne Rabinowitz and carried, the Board approved the Educational Planning items.

1. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, in accordance with the student's IEP for the 2016-2017 school year, approve the following service for student **#1032764763**, home instruction in hospital setting at Goryeb Children's Hospital, 10 hours/week, \$48/hour, effective December 6, 2016 for an indefinite amount of time.
2. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve the attached list of **Field Trips** for 2016-2017.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

FINANCE PRESENTATION

A review and presentation of the 2015-2016 annual audit and audit recommendations presented by Sheryl Nicolosi, Manager, from Lerch, Vinci, and Higgins, LLP

FINANCE

On a motion by Stephen Moldt, seconded by Mary Klein and carried, the Board approved the Finance items.

1. AUDIT RECOMMENDATIONS/APPROVAL OF 2015-2016 AUDIT

Resolved, that the Board accept the 2015-2016 Audit and the following 2015-2016 Audit Recommendations, submitted by the firm of Lerch, Vinci and Higgins, School Auditor:

- I. Administrative Practices and Procedures
There are none.
- II. Financial Planning, Accounting and Reporting
It is recommended that health benefit waivers be calculated and paid at the correct rate per statute and that the District obtain proof of other insurance from employees who are waiving coverage.
- III. School Purchasing Program
There are none.
- IV. Food Service Fund
There are none.
- V. Student Body Activities
There are none.
- VI. Application for State School Aid(A.S.S.A.)
There are none.
- VII. Pupil Transportation
There are none.
- VIII. Facilities and Capital Assets
There are none.

IX. Miscellaneous
There are none.

X. Status of Prior Years' Audit Findings/Recommendations
A review was performed on all prior years' recommendations and corrective action was taken on all.

2. AUDIT CORRECTIVE ACTION PLAN

Resolved, that the Board of Education, upon the recommendation of the Superintendent, authorize the School Business Administrator/Board Secretary, to take the following actions to implement the recommendations submitted in the 2015-2016 audit report:

Recommendation #	Corrective action plan approved by BOE	Method of Implementation	Person Responsible for implementation	Completion date
II.	It is recommended that health benefit waivers be calculated and paid at the correct rate per statute and that the District obtain proof of other insurance from employees who are waiving coverage.	Internal controls will be enhanced to ensure all health benefit waivers are calculated correctly and that copies of proof of other insurance are kept on file.	Antoinette Kelly, School Business Administrator	Immediately

3. Resolved, that the Board of Education, upon recommendation of the Superintendent, approve the Bill List for December 2016. The signing of the warrants for the December 2016 check register to be offered by Stephen Moldt and Mike DePalo. (Attachment F-1)

Fund 10	General Fund	\$205,821.83
Fund 20	Special Revenue	\$ 14,238.68
Fund 30	Capital Projects	\$0.00
Fund 40	Debt Service	\$0.00
Fund 60	Cafeteria Account	\$27,442.49
Total		\$247,503.00

Fund 10 Void Checks (\$99,527.10)

4. Resolved, that the Board of Education, upon recommendation of the Superintendent, approve the Board Secretary's Report for the month ending November 2016 and certify that no major account has been over expended in violation of NJAC 6A:23-2.11© 3k, and that, pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1 sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Attachment F-2)

5. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve the Monthly Reconciliation Report for the month ending November 2016. (Attachment F-3)
6. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve the budget transfers for the month of November 2016. (Attachment F-4)
7. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve the Business Administrator to pay January 2017 bills.
8. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, to submit the Title I Part A Performance Report for the 2015-2016 grant period.
9. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, to submit the Title I Part A Comparability Report for the 2016-2017 grant period.
10. **Resolved**, that the Board of Education, upon the recommendation of the Superintendent to award the professional services contract to Ross Haber Associates, LLC to perform a Demographic and Facilities Utilization Study in the amount of \$5,000.
11. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, authorize the execution and delivery of the Property Schedule and the Master Tax-Exempt Lease/Purchase Agreement between the Cresskill Board of Education and U.S. Bancorp Government Leasing and Finance, Inc. (Attachment F-5)
12. **Resolved**, that the Board of Education, upon recommendation of the Superintendent approve the Budget Preparation Calendar for the budget year 2017-2018. (Attachment F-6).
13. **Resolved**, that the Board of Education, upon recommendation of the Superintendent, approve the Non-Public School Security Aid Program for the 2016-2017 school year for the Academy of St. Therese in the amount of \$8,550.00.

NONPUBLIC SCHOOL SECURITY AID PROGRAM

This is to certify that the Guidelines for Administering the New Jersey Nonpublic School Security Aid Program have been read and further certified that the Nonpublic School who will use the security services, technology and equipment purchased under this program qualify under the guidelines. Specifically:

- a) It is understood that the items purchased with the state aid funds are to be used solely for the purpose of enhancing the security of the faculty and the students of the nonpublic school. The use of equipment, supplies, and materials purchased with state aid funds for religious purposes; the administration of the nonpublic school or other purposes contrary to law is strictly prohibited. State aid funds must be used to meet the specific security needs of students and teaching staff members. State aid funds cannot be used to supplant benefits normally provided by the nonpublic school. All security provided under this program to nonpublic school pupils must be used for secular, neutral, non-religious and non-ideological purposes.
- b) It is understood that the equipment purchased with the state aid is the property of the Cresskill school district. Equipment will be purchased by the Cresskill school district and delivered to the nonpublic school. The receiving copy of the purchase order will then be returned to the Cresskill school district for payment. Upon receipt, equipment will be labeled by the Cresskill school district with the labels provided by the Cresskill school district. It is agreed that the nonpublic school will store the equipment at the end of the school year at no cost to the Cresskill school district. Further, it is understood that only the Cresskill school district may

CBOE December 12, 2016 Regular Meeting

dispose of equipment purchased for this program. Equipment may only be disposed of in accordance with the provisions of the "Public School Contracts Law".

- c) Any piece of equipment purchased with the state aid funds will have a maintenance agreement or the nonpublic will be responsible for repairs. State aid funds may be used to purchase such agreement through the selected vendor. Implementation of maintenance agreements and warranties is the responsibility of the nonpublic school.

It is agreed that funds must be committed before February 17, 2017 in order to ensure processing before the end of the fiscal year.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

POLICY

On a motion by Rosanne Rabinowitz, seconded by Sally Cummings and carried, the Board approved the Policy items.

First Reading:

1530 – Equal Employment Opportunity Complaint Procedure (Regulation, Revised)

2200 – Curriculum Content (Regulation, Revised)

2411 – Guidance Counseling (Policy and Regulation, Revised)

2423 - Bilingual and ESL Education (Policy and Regulation, Revised)

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

BOARD PRESIDENT’S REPORT

Mrs. Denise Villani stated that on December 14, 2016 at 7:00 pm in the middle school- high school auditorium a presentation on the referendum will be presented to the community. If you can attend please do.

Mrs. Denise Villani commented that the CSI Holiday Celebration will be held on December 15, 2016.

CBOE December 12, 2016 Regular Meeting

Mrs. Denise Villani commented on the nice article done in the newspaper, The Record, on Melissa Cavins appointment as the new assistant principal.

Mrs. Denise Villani stated that she hopes everyone enjoys the holiday.

SUPERINTENDENT'S REPORT

Mr. Michael Burke stated that he met with the police about the traffic issues. We will re-evaluate pick up and drop off at Messine and Morningside. Possibly have the parent's park on Cresskill Avenue or Brookside Avenue and have their children walk to those streets. Parents may not let their vehicles idle in fire lanes 45 minutes before pick up time. The most significant traffic issues are usually during bad weather days. Mr. Burke stated that we will also be looking for additional places to place crossing guards. We will continue to educate our students and that a letter will be sent out to the parents on traffic safety and safe ways to cross the streets and parking lot. We may assign staff to help alleviate some of our traffic issues. We will also be encourage our parent's and student's to have their children walk to and home from school.

Mr. Burke stated that the child who was hit by a car looks like he is recovering well.

INFORMATION ITEMS

December 15 – Cresskill Middle School Holiday Concert, CMS/CHS Auditorium, 7:30 PM

December 22 - Cresskill High School Holiday Concert, CMS/CHS Auditorium, 7:30 PM

December 23 – Edward H. Bryan School Holiday Concert, 9:00 AM

December 23 – Merritt Memorial School Holiday Concert, 10:30 AM

December 26-30 – Winter Recess, Schools Closed

January 2 – CBOE Reorganization and Regular Meeting, CBOE Conf Room, 7:30 PM

January 16 – Martin Luther King Day, Professional Development for Staff Only

PUBLIC COMMENT – ANY SUBJECT

Citizens may address the Board of Education on any item not listed on the agenda. Citizens will give their names and addresses when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them.

Paul Kruger of Kennedy Drive wanted to know if we can we utilize the public works lot for drop off and pick up for here.

Mr. Michael Burke stated that he didn't think that was possible as the public works lot is property of the borough and we would need permission from the owner of the railroad to allow another crossing over the train tracks which is unlikely and can cause a safety issue.

Paul Kruger asked why the closed minutes are not posted on our website.

Mrs. Antoinette Kelly, the Board secretary stated that we do not post our closed minutes on the website for confidentiality and privacy reasons. Closed minutes can only be released to the public when an issue has concluded. The minutes can only be release when they have been reviewed and redacted for private and confidential issues. Mrs. Kelly stated that if there are any particular closed minutes that you are interested in please contact her office and she will discuss with you.

Mrs. Dee Griffin of 32 Park Avenue wanted to know if we could make Margie Avenue a one-way street to help alleviate the traffic issues.

Mr. Burke said that it worth taking a look at and he would consider that an option.

CBOE December 12, 2016 Regular Meeting

Mr. Eugene Gorfin of 91 Westervelt asked if there are any other referendum meetings scheduled beyond the December 12, 2016 meeting.

Mr. Michael Burke replied that there is no schedule at this time.

Mr. Gorfin than wanted to know what our enrollment is as of today.

Mr. Michael Burke replied that our enrollment is now 1830.

Mr. Gorfin asked if it was usual to give 6 months advanced notice for retirement.

Mr. Burke stated that usually a month or two earlier is the usual but we are sure the employee will continue his contract until the end of school.

Mr. Gorfin asked how long we have had the capital reserve.

Mrs. Antoinette Kelly stated that we have had it for several years although she would have to check the records to determine the actual year we started it.

Mr. Gorfin asked what unassigned fund balance is in the audit.

Mrs. Antoinette Kelly stated that it is the 2% surplus that the state allows a district to keep on hand.

Mr. Gorfin asked when you can deposit funds into capital reserve.

Mrs. Antoinette Kelly stated that there are 2 ways to deposit funds into capital reserve. One is to include it in your budget as an appropriation into capital reserve and the second way is at the end of a school year in the month of June only, you are permitted, by board resolution, to deposit funds into the capital reserve in an amount the Board deems appropriate.

Ms. Alba Shick asked if the demographic study/facility utilization study is based on the enrollment only.

Mr. Michael Burke stated no. There is other criteria incorporated including statistical information from the state and the school along with statistical information from the county.

TRUSTEE COMMENT

Mary Klein asked if the 2017-2018 calendar is still a draft. Mr. Michael Burke and Mrs. Antoinette Kelly asked that the upcoming reorganization meeting be changed to January 3, 2017 from January 2, 2017 in order to give our staff a bit more time to complete the agenda. Mr. Burke stated it is still a draft and will be approved at the next meeting.

Mrs. Klein asked if a letter will be going out announcing our new assistant principal. Mr. Burke said that Mrs. Melissa Cavins will be sending out her own welcome letter. However, Mr. John Massaro will send out a notice before hand.

CLOSED SESSION

A motion to enter into Closed Session to discuss purchase of property as made by Mary Klein, seconded by Rosanne Rabinowitz at 8:30 p.m.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

CBOE December 12, 2016 Regular Meeting

The Cresskill Board of Education is adjourning to Closed Session. The session may include a discussion of negotiations, contractual matters, litigation and personnel. Pursuant to the Open Public Meetings Act, the Cresskill Board of Education is required to notify the public when the minutes of this closed session will be available. When the need for confidentiality no longer exists, the minutes will be available to the public.

A motion to end Closed Session and resume a Public Session was made by Mary Klein, seconded by Stephen Moldt at 9:35 p.m.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

MOTION TO ADJOURN

Hearing no further business, the Cresskill Board of Education Regular Meeting of December 12, 2016 is adjourned at 9:35 p.m. on a motion by Trustee Mary Klein, seconded by Vice-President Stephen Moldt.

ROLL CALL VOTE

	YES	NO	ABSTAIN	ABSENT
Trustee Aronson				✓
Trustee Cummings	✓			
Trustee DePalo	✓			
Trustee Klein	✓			
Vice President Moldt	✓			
Trustee Park				✓
Trustee Rabinowitz	✓			
Trustee Wolfer	✓			
President Villani	✓			

Respectfully submitted,

Antoinette Kelly, CPA
Business Administrator/
Board Secretary