

**SOUTH HACKENSACK BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Monday, January 11, 2016**

A regular meeting of the Board of Education was held on Monday, January 11, 2016, in the Media Center of Memorial School, 1 Dyer Avenue, South Hackensack, New Jersey. The meeting was called to order at 7:30 p.m. by President, Mrs. Lofaro

Mrs. Lofaro read the following 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 the public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the South Hackensack Board of Education has caused notice of meetings published in The Record by having the date, time and place thereof posted. Notice was also placed on the Bulletin Board in the Municipal Building and in the Lobby of Memorial School.

Roll call was taken by Elizabete Schaefer, Board Secretary, and the following members responded to their names:

Present: Mr. Aquilina, Mrs. Cagas, Ms. Encarnacion, Mrs. Lofaro, Mr. Perdomo, Mrs. Regan

Absent: Ms. Davis

Also Present: Gregorio Maceri, Elizabete Schaefer, Mrs. Moreno, Mrs. Scholz, Mrs. Messery

Mrs. Lofaro led the Board in the Flag salute

Approximately 4 people in attendance

Presentations: None

Public Discussion on Agenda Resolutions: None

**Mrs. Lofaro read the following statement:**

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

Approval of Minutes: None

Approval of Correspondence: 12/2015

(On file in the business office) moved by Mrs. Cagas, seconded by Mr. Perdomo

**Roll Call:**

Ayes: Mr. Aquilina, Mrs. Cagas, Ms. Encarnacion, Mrs. Lofaro, Mr. Perdomo,  
Mrs. Regan

Abstain: None

Absent: Ms. Davis

Report of the Superintendent:

Mr. Maceri opened his discussion by asking the board members if they had any questions or needed any clarification on any of the resolutions presented and discussed at the workshop meeting on January 4, 2016. No comments or questions were voiced. Other matters discussed were the current enrollment of the district, the day and dates for the Professional Learning Communities, total amount collected for the Holiday fund and distributed to 59 families, 89 children. Mr. Maceri stated that the district will start working on the 2016-2017 budget. He informed the board about Board Training Requirements. Training dates, times and location will be given to the board members as it becomes available. Mrs. Schaefer stated that board members need to complete the disclosure statements that they received from the School Ethics Commission. Deadlines need to be met. Mr. Maceri stated that the CST did a workshop on the topic of I&RS, Section 504, and the IEP Process. This workshop was offered to all Memorial School parents on Wednesday, January 6, 2016.

OLD BUSINESS: None

NEW BUSINESS:

The following resolutions were moved by Mrs. Regan, seconded by Mr. Perdomo

1. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following for the school year 2015-2016:

Accept Monthly Discipline Report

Month	In-School Suspensions
September 2015	2
October 2015	2
November 2015	3
December 2015	0

2. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following for the school year 2015-2016:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents: (if applicable)

Month	HIB Incidents
September 2015	1
October 2015	2
November 2015	0
December 2015	1

3. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following for the school year 2015-2016:  
(Attachment A)

The monthly district calendar

4. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the reimbursement of the Principal's Account in the amount of \$6,010.51.

Description	Cost
Alstede Farms - K – 2 Trip	\$52.50
SBJC Workshop Supplies	\$53.81
Bergen PAC - 3 <sup>rd</sup> Grade Trip	\$224.00
Bulldog Mascot	\$410.20
Kean Stage – K – 1 Trip	\$630.00
Washington D.C. Chaperones	\$4640.00

5. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education amend the hiring of the following individual(s) for employment for the school year 2015-2016:

Name	Position	Date of Employment	Rate
Jessica Carroll	Teacher Aide (grade 4)	January 4 – June 30, 2016	\$20.00 without Medical Benefits

6. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the request of the following teaching faculty member to have their child attend classes at Memorial School during the remainder of the 2015-2016 school year at a charge of \$160.00 per month. (Attachment B)

Name of Faculty Member	Number of Children	Total Cost
Kelly Marrella	1	\$960.00

7. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following individuals as members of the district's Affirmative Action Team for the 2016-2017 school year:

Name	Position
Constance Truncali	Officer and Member
Gregorio Maceri	Member
Jason Chirichella	Member
Mary Gould	Member
Tricia Smith	Member
Kelly Marrella	Member

8. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve and authorize the Affirmative Action Team to develop a Needs Assessment and Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress.
9. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education ratify the following request(s) for professional development:

Name	Professional Development	Date	Cost
Theresa Hartmann	Special Education and Mathematic Conference	January 6, 2016	\$149.00

10. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following request(s) for professional development:

Name	Professional Development	Date	Cost
Carla Moreno	Guided Reading: Differentiating Reading Instruction in Small Groups	February 11, 2016	\$239.00

11. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following request(s) for academic credits and reimbursement:

Name	University/College	Course	Credits	Session	Reimbursement
Christopher Masullo	Nova Southeastern University	Educational Assessment	3	Winter 2016	\$600.00
Christopher Masullo	Nova Southeastern University	Applied Dissertation Service 3: Final Report	5	Winter 2016	\$1,000.00

12. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the South Hackensack Cheerleading Squad into the February 28, 2016 Cheerleading Competition sponsored by Farleigh Dickenson University.

13. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education ratify the withdrawal of \$4,872.00 from the maintenance reserve account and appropriate this amount in line 11-000-261-420-B3 in the 2015-2016 budget in accordance with 6A:23A14.2(D) for Universal Electric Motor Service, Inc. for repairing the pump's motor upstairs.

14. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following class trip(s):

Grade(s)	Trip	Date	Time
1 <sup>st</sup> grade	Newark Museum	June 1, 2016	8:45 a.m.

15. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the second and final reading of the Board of Education's regulations/policies submitted and as follows (*as presented*):

- P & R 1240 Evaluation of Superintendent (M) (Revised)
- P & R 3221 Evaluation of Teachers (M) (Revised)
- P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
- P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
- P 3431.1 Family Leave (M) (Revised)
- P 4431.1 Family Leave (M) (Revised)
- P 5337 Service Animals (New)
- P 5516 Use of Electronic Communication and Recording Devices (ECRD) (M) (Revised)

16. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education discuss and approve the Comprehensive Annual Financial Report Auditor's Management Report on Findings for the Fiscal Year ended June 30, 2015 and the Synopsis of the 2014-2015 Report of Audit Submitted by Nisivoccia and Company as presented at this meeting.

17. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the Business Administrator to pay January 2016 bills.

18. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following reports in accordance with NJAC 6A:23-2.11(a) and NJAC 6A:23-2.11(b). (*Attachment C*)

Board Secretary's Report  
Treasurer's Report  
Monthly Fund Transfer Report  
November 2015

19. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

20. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the actual payroll for the month of December 2015 in the amount of \$248,187.24 that the President of the Board, the School Business Administrator and the Superintendent be, and they hereby are, authorized to sign warrants up to and including the above.

21. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the estimated payroll for the month of January 2016 in the amount of \$250,000.00 the President of the Board, the School Business Administrator and the Superintendent be, and they hereby are, authorized to sign warrants up to and including the above \$250,000.00

22. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the Bill List for December 2015.

(*Attachment D*)

Fund 10	\$ 981097.02
Fund 20	\$ 48,299.42
Fund 30	\$ 0
Fund 40	\$ 0
Fund 50	\$ 2,401.29
Total	\$ 1,031,797.73

23. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education amend the salary and position of the following individual(s) for the remainder of the school year:

Name	Position	Effective	Rate of Pay
Gissell Tejada	Teacher Aide	February 1 – June 30, 2016	\$19.50 per hour

**Roll Call:**

Ayes: Mr. Aquilina, Mrs. Cagas, Ms. Encarnacion, Mrs. Lofaro, Mr. Perdomo, Mrs. Regan

Abstain: None

Absent: Ms. Davis

**Resolutions Approved**

OPEN PUBLIC HEARING: None

PRIVATE SESSION:

Mrs. Regan motioned, Mr. Aquilina seconded, to Private session @8:04 p.m. – Personnel

Whereas, in accordance with provision of the New Jersey Open Public Meetings Act, the South Hackensack Board of Education wishes to meet in Private Session for the purposes of discussing matters of confidential nature relating to HIB.

Now, Therefore Be it Resolved, that the South Hackensack Board of Education adjourn to Private Session for the purpose of discussing such matters, and

Be It Further Resolved, that the public be informed of these matters as soon as the need to Remain confidential is no longer necessary at a future date to be determined.

Mrs. Regan motioned, Mr. Perdomo seconded, to return to public session @9:36 p.m.

Meeting adjourned at 9:36 p.m.

Moved by Mr. Perdomo, seconded by Mrs. Cagas

All in favor

Respectfully submitted,

Elizabeth Schaefer  
Board Secretary