

**HASBROUCK HEIGHTS BOARD OF EDUCATION**  
**Thursday, December 18, 2014**  
**Regular Meeting Agenda (Final)**  
**Time: 8:00 p.m.**

I. **A. Meeting called to order at:**

**B. Announcement of adequate meeting:**

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **July 17, 2014**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

Notice of said meeting was published under legal notice in The Record.

**C. Roll Call**

II. Flag Salute

III. Presentations

IV. Public Hearing on Resolutions to be acted upon this meeting.

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.

V. Approval of Minutes November 20, 2014 (on file in business office)

VI. Correspondence and Report of School Business Administrator/Board Secretary

VII. Report of the Board President

VIII. Report of the Superintendent

IX. Committee and Liaison Reports:

- A. Education
- B. Special Education
- C. Technology
- D. Facilities
- E. Recreation
- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

X. Resolutions:

Awards/Presentations:

None

Education Committee

- E12-01-15 Approve Monthly Superintendent Discipline Report
- E12-02-15 Approve Monthly Superintendent HIB Report
- E12-03-15 Approve Monthly District Calendar
- E12-04-15 Approve Programs
- E12-05-15 Approve Workshop
- E12-06-15 Approve Contracted Services
- E12-07-15 Approve Contracted Services

Special Education Committee

- S12-01-15 Approve Special Services
- S12-02-15 Approve Special Services
- S12-03-15 Approve OOD

Technology Committee

None

Facilities Committee

- B12-01-15 Approve Facilities Use

Recreation Committee

- R12-01-15 Approve Field Trip Calendar
- R12-02-15 Approve Fundraisers
- R12-03-15 Approve Musical Accompanist

Finance Committee

- F12-01-15 Approve Financial Certification
- F12-02-15 Approve Actual Payroll for November
- F12-03-15 Approve Estimated Payroll for December
- F12-04-15 Approve Bill Authorization – December
- F12-05-15 Approve Board Secretary's Report
- F12-06-14 Approve Purchases

F12-07-14 Approve Acceptance of Audit and Corrective Action Plan  
F12-08-14 Approve Joint Transportation Contract

Personnel

P12-01-15 Approve Personnel Action  
P12-02-15 Approve Personnel Action  
P12-03-15 Approve Personnel Action  
P12-04-15 Approve Personnel Action  
P12-05-15 Approve Personnel Action  
P12-06-15 Approve Personnel Action  
P12-07-15 Approve Personnel Action  
P12-08-15 Approve Personnel Action  
P12-09-15 Approve Personnel Action  
P12-10-15 Approve Personnel Action  
P12-11-15 Approve Personnel Action  
P12-12-15 Approve Personnel Action

Policy Committee:

PL12-01-15 Approve Strauss Esmay

XI. Old Business

XII. New Business

XIII. Open Public Hearing

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.

XIV. Private Session (If necessary)

XV. Adjournment

HASBROUCK HEIGHTS BOARD OF EDUCATION  
RESOLUTIONS – December 18, 2014 (Final)

Awards/Presentations:

RESOLUTIONS:

AWARDS:

None

EDUCATION COMMITTEE:

RESOLUTIONS:

E12-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept Monthly Discipline Report

E12-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

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

2014 – HS  
2014 – MS - 7  
2014 – LS  
2014 - ES

E12-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:

The monthly district calendar

E12-04-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following programs for the 2014-2015 school year:

1/13/15 – Multicultural Club – speak to children about Martin Luther King  
4/19/15 – “Breaking the Cycle” assembly – grades 8, 9, & 12 – cost will be a small donation made by the PTA  
2/6/15 – Bergen County Police Officer to do presentation on heroin @ no cost to district

E12-05-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following workshops for the 2014-2015 school year:

12/8/14 – 12/12/14 – M. Rad – Orton – Gillingham training @ \$975 cost to district  
1/30/15 – M. Warren - Flip Your Classroom Instruction – Newark, NJ @ \$235 cost to district  
1/21/15 – C. Cassidy – Understanding PARCC – Monroe Township, NJ @ a \$125 cost to district  
12/5/14 – A. Kistner – PARCC Readiness – Monroe Township, NJ @ \$199.00 cost to district  
1/13/15 – C. Capozzi - Common Core Curriculum and PARCC Tests – Franklin Lakes, NJ @ no cost to district  
1/16/15 – A. Aligo, K. O’Hagan – “Girl’s Bullying” – Lodi, NJ @ \$129 per person cost to district  
1/7/15 – M. Stoehs – “Preparing for the Common Core” – Jersey City, NJ @ \$179 cost to district  
1/12/15 – A. Mai & F. Avella – SBJC – Motivating Students/Behavior training @ no cost to district  
Date TBD – PARCC Accessibility training in house for CST, Guidance, and Administrators @ \$635 cost to district  
**1/12/15 – A. Mai – Motivation for HS Students – SBJC @ no cost to district**

E12-06-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following contracted services for the 2014-2015 school year:

Contract with MRESC for instructional services for 5 hrs/week @ \$63/hr for Student #1000641 effective 12/1/14 to a date to be determined

**E12-07-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following contracted services for the 2014-2015 school year:**

**Educational Solutions, LLC to provide professional development for Administration and staff on 1/19/15 @ \$1,000**

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S12-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following Special Services for the 2014 – 2015 school year:

Student #1000460 –OT through J. Wagner @ \$275, PT through Invo @ \$85/hr, Psych through Dr. Fridman @ \$550, Neurological through Dr. Katz @ \$500

Student #1000074 – Teacher of the Deaf services – 1 hr/week for the entire school year not to exceed \$5,425

Student #1000487 – Home instruction @ 5 hrs per week (1 hr per subject) @ \$40/hr

Student #20287 - amend Resolution #S06-02-14contract with SBJC to provide 1:1 aide for ESY & RSY from \$27, 060 to \$31,550.57 total

**Student #4947, #6320, #1000475 – evaluations – Dr. Katz @ \$500 for each student – total \$1500**

**Student #1000633 & #4080 – evaluations – Dr. Fridman @ \$550 per student – total \$1,000**

**Student #7089 – augmentative/alternative communication ongoing services – BCSS Enterprises – 10 hrs. not to exceed \$1,400 (contract on file in business office)**

**Student #7089 – assistive technology ongoing services – BCSS Education Enterprises – not to exceed \$700 (contract on file in business office)**

S12-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following Special Services for the 2014 – 2015 school year:

Amend Resolution #S-09-01-15 to increase home instruction for student #990113 from 5 hrs to 10 hrs per week

S12-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following OOD placement for the 2014 – 2015 school year:

Student #1000510 – SBJC in Wood Ridge to SBJC in Maywood effective 12/1/14 at a pro-rated tuition rate of \$60,950

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

NONE:

FACILITIES COMMITTEE:

RESOLUTIONS:

B12-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

Facilities Use (**Attachment A**)

RECREATION COMMITTEE:

RESOLUTIONS:

R12-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

District Field Trip Calendar

R12-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following fundraisers for 2014-2015 school year:

January 2015 – Girls basketball – care package for the military – A. Kistner  
December 20 – January 20 – Girls basketball – apparel sale – A. Kistner  
1/22/15 – Girls basketball – Honor a Veteran Night – A. Kistner  
12/18/14 – 2/28/15 – Wrestling Team apparel sale – C. Messery  
3/9/15 – 3/20/15 – Going Green Spring bulb plant sale – M. Gyenes & P. McSweeney  
12/20/14 – 1/21/15 – Chess Club apparel sale – M. Binazeski  
12/20/14 – 1/30/15 – Boys Basketball team apparel sale - M. Cebula  
12/18/14 – 1/22/15 – Swim Team apparel sale – T. Boyadjian

R12-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

M. Yolleck – musical accompanist @ \$50 per rehearsal and \$100 per performance for Spring, Winter, Pop concert, and graduation and up to \$1,500 max for the HS Play

FINANCE COMMITTEE:

RESOLUTIONS:

- F12-01-15 Be it resolved that the Hasbrouck Heights 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.
- F12-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the actual payroll for the month of November 2014 in the amount of \$1,590,797.52 that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above.
- F12-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the estimated payroll for the month of December 2014 at \$1,400,000 and that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above \$1,400,000.
- F12-04-14 Be it Resolved that the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of Nov 2014
- F12-05-15 Be it Resolved that the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b) which are on file in the office of the Board Secretary:
- Board Secretary's Report  
Treasurer's Report  
Monthly Fund Transfer Report  
November 2014
- F12-06-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following purchases for the 2014 – 2015 school year:
- P. O. 501077 – O. Dibella Music, Inc – sound system repair and upgrade for HS gym @ \$4,104 – all quotes received



Approve the following purchases pursuant to NJSA 18A:18A10(a)  
State Contract #A80996  
P. O. #501101 Troxell Communications – Technology Supplies @ \$2,859.20

WSCA contract #WN88ABZ  
P. O. #501131 – Dell – Computer Supplies @ \$1,310.03

Purchases made through the MRESCCPS #65MRESCCPS  
P. O. #501171 – WB Mason – MRESC #12/13-44 cafeteria tables for all  
schools @ \$27,325.02

F12-07-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept the Audit for fiscal year June 30, 2014  
The Corrective Action Plan for the fiscal year ended 6/30/14 (**Attachment B**)

F12-08-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Joint Transportation Contract with Englewood Public schools (Contract on File)

PERSONNEL COMMITTEE:

RESOLUTIONS:

P12-01-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Coaches:**

W. Thorne – Asst bowling coach for student #20241 @ .2 of step 2 = \$734.80

P. Campen – Assist basketball coach (emergent hire) Step 5 @ \$5,490  
\*pending paperwork

P12-02-15 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2014 – 2015 school year:

2/2/15 – 4/27/15 - J. Kenyon – WPU - D. Dussault @ LS  
1/13/15 – 4/30/15 – R. Dominic – WPU – S. Kos @ HS

P12-03-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Bus Driver:**

J. Olivo @ \$16/hr

P12-04-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

Amend Resolution #P06-16-14 to read L. Brinker & L. Palladino Co - Advisors for ES Safety patrol 50/50 split @ \$776/each

P12-05-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**6<sup>th</sup> Period Stipends:**

J. Dexter – \$3500 pro-rated effective 10/28/14

P12-06-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

Amend Resolution #P09-17-15 to increase S. Unglert's home instruction hours for student #990113 from 5 to 10 hrs per week

Amend Resolution #P10-01-15 - extend C. Healy's paid sick leave from 12/8/14 to a date TBD

P12-06-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Home Instruction:**

F. Avella – Geometry and Trigonometry @ 1 hr per week per subject @ \$40/hr

L. Czekaj – English @ 1 hr per subject per week @ \$40/hr

M. Binazeski – Environmental Science @ 1 hr per subject per week @ \$40/hr

A. Lewites – US History @ 1 hr per subject per week @ \$40/hr

(Student #1000487)

P12-07-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Extra Pay: (Mandated Consolidated Monitoring by Department of Education on January 2, 2015)**

- L. Ciraco - \$498.24
- S. Confrancisco - \$438.64
- S. Gallo - \$501.35
- D. Johnson - \$493.85

P12-08-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Volunteers:**

- L. Tattoli & N. Mattern as volunteer coaches for the LS jump rope team
- C. Anastasi – volunteer swim coach

P12-09-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**AM Playground Monitor:**

- J. Rakus – ES @ \$32/hr

P12-10-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Paraprofessional:**

- V. Jaramillo – part time paraprofessional @ .5 of \$20,482 = \$10,241 to be pro-rated as of 12/16/14
- S. Mansfield – 1:1 paraprofessional @ \$20,482 to be pro-rated as of 12/22/14**

P12-11-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Substitute Teacher:**

- A. Petrone – county certified @ \$13.91/hr (\*pending paperwork)
- L. DePalma – county certified @ \$13.91/hr (\*pending paperwork)

P12-12-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Substitute Paraprofessional:**

S. Frugis @ \$10/hr

A. Tawdros @ \$10/hr

N. Mattern @ \$10/hr

POLICY COMMITTEE:

RESOLUTIONS:

PL12-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Strauss Esmay to provide district on line, public access online and PASS services for the revised policy book at a cost of \$4,435 per year pro-rated for 2014 – 2015 school year



**CORRECTIVE ACTION PLAN**

COUNTY Bergen

NAME OF SCHOOL Hasbrouck Heights  
 TYPE OF AUDIT CAFR Fiscal Year Ended June 30, 2014  
 DATE OF BOARD MEETING December 18, 2014  
 CONTACT PERSON Dina Messery  
 TELEPHONE NUMBER (201) 288-6150

RECOMMENDATION NUMBER      CORRECTION ACTION APPROVED BY THE BOARD      METHOD OF IMPLEMENTATION      PERSON RESPONSIBLE FOR IMPLEMENTATION      COMPLETION DATE OF IMPLEMENTATION

2014-1\*      A review of receipts disclosed that prenumbered duplicate receipts are not being utilized by the District schools.      Prenumbered duplicate receipts be utilized by each school.      Student Activity Treasurer      7/1/2014

2014-2      A review of expenditures disclosed the fact that the district is paying high shipping costs on out of state purchases from the High School student activity account.      The district will refrain from out of state purchases when possible      Business Administrator      7/1/2014

2014-3\*      A review of expenditures disclosed the fact that there were multiple teacher reimbursements paid out of the High School student activity account that exceeded the \$500 reimbursement limit set by the district.      Teacher reimbursements will not exceed \$500.00.      Business Administrator      7/1/2014

2014-4      Three of the one hundred and ninety seven applications for the National Lunch Program were incorrectly calculated.      Calculations on lunch applications will be reviewed before approval      Business Administrator      7/1/2014

\*Prior year audt recommendations.

CHIEF SCHOOL ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_  
 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

BOROUGH OF HASBROUCK HEIGHTS SCHOOL DISTRICT  
SUMMARY OF RECOMMENDATIONS  
YEAR ENDED JUNE 30, 2014

It is recommended that:

1. Administrative Practices and Procedure

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

Better care be taken in the review of National Lunch Program application.

5. Student Body Activities

That pre-numbered duplicate receipts be utilized by each school and provided for the audit in order to ensure a proper audit trail.\*

That the district refrains from out of State purchases paid out of the High School student activity account.

That the district adheres to the \$500 limit set for teacher reimbursement and do not approve reimbursement over the limit.\*

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Statuses of Prior Year's Findings/Recommendations

Corrective action had been taken on all prior year findings, except those marked with an asterisk.