

**NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL
BOARD OF EDUCATION**

Regular/Reorganizational Meeting

May 23, 2022

AGENDA

1. **CALL TO ORDER:** The Board President will call the meeting to order.

2. **FLAG SALUTE and PUBLIC MEETINGS 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 the provisions of this Act, the Secretary has transmitted notice of this meeting on January 7, 2022 by having the date, time and place sent to the North Jersey Media Group, the Boroughs of Allendale and Upper Saddle River and posted in the Board of Education Office at Northern Highlands Regional High School. Our agenda allows two opportunities for public comments; at the beginning of the meeting for agenda items only and at the conclusion of our meeting for general comments. We ask members of the public to state their name and address and limit their comments to a five-minute time period.

3. **ROLL CALL**

NAME	PRESENT	ABSENT
Mrs. Christine Ferrarie		
Mrs. Lisa Halperin		
Mr. Matthew Hernandez		
Mr. Tyler Kearn		
Mrs. Maggie Liljegren		
Mrs. Rachel Milston		
Mr. James Mulvey		
Dr. Andrew Prince		
Mrs. Gail Trumbetti		
Dr. Sheila Yallowitz		
Mrs. Emily Kaufman (Saddle River Liaison)		
Clare O'Connor (Student Representative)		
Ryan Monagle (Student Representative)		
Dr. Scot Beckerman, Superintendent		
Ms. Sue Anne Mather, Business Admin/Board Secretary		

4. **SPECIAL PRESENTATION:**

5. **STUDENT REPRESENTATIVE REPORTS**

6. **COMMITTEE & LIAISON REPORTS**

7. **SUPERINTENDENT'S REPORT**

8. OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS**9. APPOINTMENTS AND APPROVALS**

_____ moved, and _____ seconded, to approve the following required appointments and approvals, A through Z and a through g, through pursuant to NJSA 18A et seq., upon the recommendation of the Superintendent and Business Administrator.

2022-2023 APPOINTMENTS AND APPROVALS**A. Policies and By-Laws**

Approval of Board of Education Policies and By-Laws as on file with the Board Secretary, and as recently reviewed and approved through the consulting firm of Strauss Esmay. *It is understood that all of the policies contained therein are subject to continuing review and revision by the Board of Education.*

B. Authorized Signatures

Approval to designate the President of the Board of Education, or in the absence thereof, the signature of the Vice-President; the Secretary of the Board of Education and the Treasurer of School Funds, or in the absence of the Treasurer the Deputy Treasurer, as Officers authorized to sign checks and drafts of the Board of Education. Approval of the Principal, Assistant Principal of Student Affairs, Assistant Principal of Athletics and Business Administrator to sign Student Activity checks.

C. Open Public Meetings Act and Official Newspaper

Approval, in compliance with NJSA 10:4-18, of the Open Public Meetings Act Resolution. Approval of THE RECORD and THE RIDGEWOOD NEWS as the Official Newspaper of the Northern Highlands Regional High School Board of Education.

D. Code of Ethics

Acceptance of the New Jersey School Boards Association Board Member Code of Ethics as adopted at the May 10, 1975 Delegate Assembly of the New Jersey School Board Association.

E. Secretary to the Board of Education

Approve the appointment of Sue Anne Mather as Secretary of the Board of Education effective July 1, 2022 through June 30, 2023 and that the Board Secretary instead of the Treasurer of School Monies is authorized to invest district funds and make all deposits for the district.

F. Treasurer of School Monies

Approve the appointment of M. Alissa Mayer as Treasurer of School Monies for the 2022 - 2023 school year for a fee of \$ 3,000.

G. Board Attorney

Approval of contract to provide legal services and appointment of James L. Plosia, Esq. of Plosia Cohen LLC of Chester, NJ as Board Attorney for the 2022 - 2023 school year, per attachment.

H. Benefit Agent

Approve the appointment of Brown & Brown Benefit Advisors, Lambertville, NJ as Benefit Consultant for the 2022 - 2023 school year

I. Auditor and Dissemination Agent

Approval of the appointment of PKF O'Connor Davies, LLP 20 Commerce Drive, Suite 301, Cranford, N.J. as auditors for the 2022 – 2023 school year and Board Dissemination Agent for the 2022 - 2023 school year, per attachment.

J. Board Officials

Approval to appoint/reappoint the following Board Officials for the 2022 - 2023 school year:

ADA Coordinator	Thomas Buono
Affirmative Action Officer (Students)	Lyle Becourtney
Affirmative Action Officer (Staff)	Kelly Peterfriend
Affirmative Action Team	Joseph Occhino, Robin Knutelsky, Jessica Verdicchio, Michael McCabe
AHERA Coordinator	Jamie Atchison
Anti-Bullying Coordinator	Tony LaRocca
Anti-Bullying Specialist	Susan Spencer
Asbestos Management Officer	Jamie Atchison
Bridge Year Liaisons	Kimberly Hayes
Chemical Hygiene Officer	Tiffany Cohen
Custodian of Public Records	Sue Anne Mather
Data Coordinator	Hallie Hammel
Division of Child Protection & Permanency (DCPP) Liaison	Jessica Verdicchio
Handle with Care POC	Michael Koth
Health & Safety Officer	Michael Koth
Hepatitis B Contact Person	Anne Rutkowski
Homeless Liaison Officer	Cathy Berberian
Integrated Pest Management (IPM) Coordinator	Jamie Atchison
Internal Air Quality Coordinator	Jamie Atchison
Law Enforcement Liaison	Michael Koth
Office of Emergency Management (OEM) Liaison	Sue Anne Mather
Public Agency Compliance Officer (PACO)	Sue Anne Mather
School Medical Officer	North Jersey Health & Wellness
School Safety Specialist	Michael Koth
Section 504 Compliance Officer	Joseph Occhino
Section 504 Coordinator	Jessica Verdicchio
Title IX Coordinator	Kelly Peterfriend
Working Papers: Issuing Officer	Kelly Peterfriend
School Climate Control Officer	Tony LaRocca
Intervention and Referral Service Coordinator	Tony LaRocca

K. Environmental Consultant

Approve the appointment of RK Environmental, Phillipsburg, NJ, as Environmental Consultant for the 2022 - 2023 school year.

L. Fixed Asset Appraisal Firm

Approve the appointment of AM Consultants to provide Fixed Asset Appraisal update services for the 2022 - 2023 school year.

M. Risk Management Consultant

Approval of Thomas Fallon of Thomas B. Fallon Insurance Agency as the Risk Management Consultant to NESBIG for the 2022 - 2023 school year.

N. Qualified Purchasing Agent (QPA)

Approval of Sue Anne Mather, who possesses the designation of Qualified Purchasing Agent (QPA), to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A-18A-2b. The bid threshold is \$ 44,000.00 in accordance with N.J.S.A 18A:18A-3.

O. Staff Investment Services:

403(b) Plans:	ASpire Financial
	Equitable Life Insurance Company
	Security Benefits
	The Legend Group
	Union Central Life Insurance Company
457(b) Plan:	Equitable Life Insurance Company
Section 125 Health FSA and Dependent Care Plan and Premium Only Plan:	Ameriflex

BE IT RESOLVED, to limit the number of 403(b) Plan providers to a maximum of five.

P. Payment of Bills Between Board Meetings

Approval of the Business Administrator and Superintendent to pay bills in between Board meetings due to contractual obligations, lease obligations or if legally required to make a payment prior to the Regular monthly meeting in accordance with Board Policy.

Q. Chart of Accounts

Approval of the School Business Administrator to make changes necessary/required based upon guidance/directive from the New Jersey Department of Education.

R. Transfers Between Board Meetings

Approval of the Superintendent, or designee, to approve such line item budget transfers as are necessary between Board of Education meetings; and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

S. Architect/Engineer of Record

Approval of Solutions Architecture, LLC 96 Pompton Avenue, Verona, NJ, as the Northern Highlands Regional High School District's Architect/Engineer of Record, for the 2022 - 2023 School year.

T. Continuing Disclosure Agent / Municipal Advisor of Record

Approval of agreement for Continuing Disclosure Agent Services with Phoenix Advisors, LLC and appointment of same as Independent Registered Municipal Advisor of Record for the 2022 - 2023 school year, per attachment.

U. Labor Relations Attorney

Approval of contract with Schenck, Price, Smith & King, LLP of Florham Park, NJ to provide legal services related to labor and negotiations for the 2022 - 2023 school year, per attachment.

V. Tax Payment Schedule

Approval of the tax payment schedule for the 2022 - 2023 school year for the Boroughs of Allendale and Upper Saddle River and authorization for the Business Administrator to submit said schedule to the Boroughs of Allendale and Upper Saddle River, per attachment.

W. Petty Cash Funds

Approval of Petty Cash funds in the following amounts and maximum single expenditures:

- Principal's account: \$ 200, maximum single expenditure \$ 50;
- Superintendent's account: \$ 200, maximum single expenditure \$ 50;
- Business Administrator's account: \$ 400, maximum single expenditure \$ 75.

X. Parliamentary Procedures

Approval of Roberts' Rules of Order, Newly Revised, to govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education.

Y. Travel & Professional Development

Approval of regular official business travel (registration, mileage and/or meals & incidentals) according to Office of Management and Budget (OMB) guidelines.

Z. Big North Athletic Conference (BNC)

Approval of the appointment of Mr. Michael Koth, Assistant Principal of Athletics, and Mr. Joseph Occhino, Principal, as the district's representatives to the BNC for the 2022 - 2023 school year.

a. School Emergency Management Guide

Adoption of the district's School Emergency Management Plan for the school year 2022 - 2023.

b. Parent Associations – Additional Insured

Approval of the addition of Northern Highlands parent associations / organizations as "additional insureds" under school district policies for fund raisers or events sponsored by these associations / organizations for the benefit of Northern Highlands Regional High School. Said parent associations / organizations to include, but not be limited to, the Northern Highlands Home and School Association, the Northern Highlands Sports Association, the Northern Highlands Music and Performing Arts Association and Project Graduation.

c. Nursing Services

Approval of Bayada Home Health Care, Inc., 299 Market Street, Suite 210, Saddle Brook, NJ, to provide substitute nursing services for the 2022 - 2023 school year, in the event that our school nurse is absent for the day. Rate is \$ 60.00 per hour for Registered Nurse services, per attached contract.

d. State University Affiliation

Approval of the affiliation between State Universities and Northern Highlands Regional High School for Clinical Instruction, (Internship) to promote excellence in education and patient care and contribute to the professional growth and development of students in Athletic Training.

e. Maximum Limits for Parental Reimbursement

Approval of maximum limits for parental reimbursement for independent evaluations, for the period July 1, 2022 through June 30, 2023, per attachment.

f. Physician Services

Approval of North Jersey Health & Wellness, LLC (Dr. Derek Berberian) to provide physician services for July 1, 2022 through June 30, 2023 for a fee totaling \$20,000 for the school year, as per the attached contract.

g. Employee Assistance Agreement

Approval of agreement with Good Samaritan Hospital's Employee Assistance Program for the 2022 - 2023 school year in the amount of \$ 20/employee, totaling approximately \$ 3,260.

Roll Call:

10. ACTION ITEMS FOR Business Agenda for May 23, 2022 BOARD OF EDUCATION MEETING:

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approves/accepts the following business item(s) **B-1** through **B-24** in accordance with NJSA 18A and NJAC Title 6, et. sec., including NJAC 6A:23-2.11 reporting no over-expenditure of funds and upon the recommendation of the Superintendent and Business Administrator:

- B-1.** Approval of current bills list (check register) from May 12, 2022, through May 18, 2022, per attachment.
- B-2.** Approval of the Board Secretary, Treasurer and Transfer reports for the month of April, 2022.
- B-3.** Approval of minutes, May 9, 2022, Board of Education meeting, per attachment.
- B-4.** Approval of the following staff travel (accommodations note room rate only; occupancy taxes & Fees associated therein and other costs on trips presently unknown, meals for overnight trips and Mileage, tolls, parking will be reimbursed in accordance with policy and law).

Name	Workshop/Conference	Date(s)	Detail	Cost
Scot Beckerman Sue Anne Mather Christine Ferrarie Jim Mulvey Sheila Yallowitz Rachel Milston Lisa Halperin	NJSBA Workshop Conference 2022, Atlantic City, NJ	10/24/22- 10/26/22	Registration Lodging Mileage Expenses	\$2,100.00 (Group Rate) \$288/member \$50.40/member \$206.50/member
Jessica Verdicchio	"Social Justice Academy," sponsored by Monmouth University	7/11/22 - 7/14/22 and 7/18/22 - 7/21/22	Registration Mileage	No cost to district No cost to district

B-5. Approval of the following placements for **2021-2022** as follows, per attachment(s).

	Student	Placement	Duration	Cost
a.	25418	Home Instruction – up to 6 hrs/week at \$60/hr	4/27/22-6/21/22	\$288*

**approximate.*

B-6. Approval of the following placements for **2022-2023** as follows, per attachment(s).

	Student	Placement	Duration	Cost
a.	22644	Alpine Learning Group – Success Academy Program	7/1/22-6/30/23	\$ 84,000
b.	20377	Alpine Learning Group – Business Academy Program	7/1/22-6/30/23	\$ 94,500

B-7. BE IT RESOLVED that the Northern Highlands Regional High School Board of Education hereby authorizes the submission of the FY2021-22 Special Education Extraordinary Aid (EXAID) application in the amount of \$379,753.

B-8. Approve the Ten-year QUAD agreement, from July 1, 2022 - June 30, 2023, per attachment.

B-9. Approve the REVISED 2021-2022 School Taxes for the Borough of Allendale, per attachment.

B-10. Approval of payment to the Northern Highlands bus driver(s) who drive(s) the following additional runs for the 2022-2023 school year.

Route	Stipend Amount/Run
Allendale-Bergen Academies	\$37.50
Ramsey	\$37.50
Special Ed Route	\$37.50

B-11. Approve the reappointment of the following custodial staff for the 2022-2023 school year, effective July 1, 2022, per attachment.

Miguel Aponte	Luis Arboleda	Tenzin Changrak
David Den Hollander	Ralph Flannery	Sali Mema
Garry Ommundsen	Emil Petrov	Mark Roosa
Paul Schaefer	Yovana Soriano	Dritan Spaho
Bohdan Uhryn	Tim Williams	Mugni Zhaku

B-12. Approve the reappointment of the following bus driver/custodial staff for the 2022-2023 school year, effective July 1, 2022, per attachment.

James Boyle	Joseph Clifton
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B-13. Approve the reappointment of the following on-call staff for 2022-2023 school year:

- On-call bus drivers Roger Griffith and Cornelius Van Vlaanderen at the rate of \$30 per hour.

B-14. Approval of the “Goose Patrol” for the 2022-2023 school year as performed by volunteer community members on the Northern Highlands campus.

- B-15.** RESOLVED, that the Northern Highlands Board of Education authorize window caulking and associated work by Panoramic Window & Door Systems, Inc., in the amount of \$22,438. This is a FY23 purchase and funded by Capital Reserve, per attachment.
- B-16.** RESOLVED, that the Northern Highlands Board of Education authorize construction of walkway and retaining wall at entrance drive and associated work by Cifelli & Son General Construction, Inc., in the amount of \$66,977, which includes a \$5,000 contingency allowance. This is a FY23 purchase and funded by Capital Reserve, per attachment.
- B-17.** RESOLVED, that the Northern Highlands Board of Education authorize removal and replacement of concrete sidewalks in the area of Room #120, Door #35, Door #36 and Door #49 and associated work by Cifelli & Son General Construction, Inc., in the amount of \$3,504.60. This is a FY23 purchase and funded by Capital Reserve, per attachment.
- B-18.** RESOLVED, that the Northern Highlands Board of Education authorize purchasing VOMO, a cloud-based volunteer management system, for the 2022-2023 school year in the total amount of \$1,199.88, per attachment. The purchase will be covered through ARP/ESSER III funds.
- B-19.** RESOLVED, that the Northern Highlands Board of Education authorize purchasing Virtual Job Shadow, a web-based career planning program, for the 2022-2023 school year in the total amount of \$3,925. The purchase will be covered through ARP/ESSER III funds.
- B-20.** RESOLVED, that the Northern Highlands Board of Education authorize purchasing Pivot Interactives, for the 2022-2023 school year in the total amount of \$6,000. The purchase will be covered through the Science Department budget.
- B-21. Resolution Authorizing Disposal of Surplus Property**
- WHEREAS, the Northern Highlands Regional High School Board of Education (“Board”) is the owner of certain surplus books and textbooks which are no longer needed for public use in the educational program; and WHEREAS, the Board is desirous of disposing of said surplus property by one or more of the following:
- Posting on the NJDOE textbook sharing site
 - Selling or donating books in an “as is” condition without express or implied warranties.
 - Disposal of books which are outdated or beyond their useful life NOW THEREFORE, be it RESOLVED by the Northern Highlands Board of Education in Allendale NJ, County of Bergen, that the “Board” sells, donates or discards as applicable the textbooks listed on the attachment.
- B-22.** RESOLVED, that the Northern Highlands Regional High School District Board of Education approves the opening of a bank account to maintain the Bond Proceeds of April 20, 2022 and May 4, 2022 and associated funds at The Valley Bank and/or at NJARM.
- B-23.** Approve the FileBank Enterprise Document Management renewal for the 2022-2023 school year in the amount of \$6,929.40, per attachment.
- B-24.** RESOLVED, that the Northern Highlands Board of Education accepts the report of the mandatory Bus Evacuation Drills performed during the month of May and organized and conducted by the Assistant Principal, Mr. Michael Koth, with the assistance of the following

staff members, Dr. Tony LaRocca, Mr. Paul Albarella, Ms. Cathy Berberian and school bus drivers. Allendale and Upper Saddle River Police departments were made aware of the drill and invited to observe. Drills were conducted during each physical education class on May 17, 2022 and May 18, 2022 in the student parking lot and also before school at bus drop off on the west service road on May 20, 2022.

Roll Call:

11. ACTION ITEMS FOR the Education Agenda for May 23, 2022 BOARD OF EDUCATION MEETING:

_____ moved and _____ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-15** upon the recommendation of the Superintendent, effective immediately following the completion of required certification and documentation:

- E-1.** Accept and affirm the Harassment, Intimidation, and Bullying investigation report, per attachment.
- E-2.** Accept and affirm the Monthly Student Suspension report, per attachment.
- E-3.** Accept and affirm the NJDOE Harassment, Intimidation, & Bullying School Self-Assessment Official Release report, for the 2020-2021 school year, per attachment.
- E-4.** Approve participation in the Monmouth University Social Justice Academy, for the 2022-2023 school year, per attachment.
- E-5.** Approve staff members to work on curriculum, professional development, and special projects at the maximum anticipated number of hours listed, beginning July 1, 2022, through August 30, 2022, per attachment.
- E-6.** Approve a Leave of Absence for CHRISTOPHER DJURIN, Computer Technician, from July 11, 2022 to October 4, 2022, per attachment.
- E-7.** Approve the rescission of the following changes to be adjusted as revised, for the 2022-2023 school year.
TROY BIANCHI, Teacher of Physical Education, from .5 to .8
- E-8.** Approve the following changes to be adjusted as revised, for the 2022-2023 school year.
TROY BIANCHI, Teacher of Physical Education, from .5 to .67
- E-9.** Approve a salary adjustment for JESSICA VERDICCHIO, Supervisor of Wellness and Equity, for the 2022-2023 school year, effective July 1, 2022 to June 30, 2023, at a salary of \$131,000 which includes in-field doctorate.
- E-10.** Approve the appointment of DAVID CORD, Teacher of Special Education, for the 2022-2023 school year, from September 1, 2022 to June 30, 2023 at a salary of \$92,084 (MA+30, Step 15), per attachment.

- E-11.** Approve the appointment of KATHERINE CINQUERANA, as Northern Highlands Summer Academy Onsite School Nurse, for the 2022-2023 school year, from July 5, 2022 to July 27, 2022, not to exceed 3 hours per day, compensated at \$2,100.
- E-12.** Approve the following Athletic/Co-Curricular assignment for the 2022-2023 school year.
1. DEAN RAYSIDE as Mathematics Coordinator (Group 3, \$3,797)
 2. MICHAEL KILGALLEN as Head Girls Basketball Coach (Group 2, \$9,749)
- E-13.** Approve the following field trips/overnight field trips for the 2021-2022 and 2022-2023 school year.
- a.) Media Studies: Solis Digital Tricaster TC1 Control Panel
 - NHRHS/Room 225: 3/14/22
 - b.) Honors Engineering Design /Applied Technology Classes: Capstone Project
 - Crestwood Lake, Allendale NJ: 6/8/22
 - c.) Boomerang Project: Summer Retreat
 - YMCA Camp Mason, Hardwick NJ: 8/28/22 - 8/29/22 (Overnight trip)
 - d.) Cheerleading Team: Training
 - NCA Camp of Lake Bryn Mawr, Honesdale PA: 8/14/22 - 8/17/22 (Overnight trip)
- E-14.** Approve the following list of advisors/chaperones/school nurse, as listed below.

NAME	EVENT	DATE(S)	AMOUNT TO BE PAID
JUSTIN NADAL	Media Studies	3/14/22	Substitute Cost
AL MUGNO	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost
GARY BACH	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost
PAUL ALBARELLA	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost
MICHAEL MCCABE	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost
TOM VISCARDI	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost
PURVIK PATEL	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost
THOMAS WALSH	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost
STEVE CERELLI	Honors Engineering Design/Applied Technology Classes	6/8/22	Substitute Cost

ALEXANDRA FALCONE	Boomerang Project	8/28/22-8/29/22	No cost to district
CELINA POGGIOGALLE	Cheerleading Team	8/14/22-8/17/22	No cost to district
JENNA BARTHEL	Cheerleading Team	8/14/22-8/17/22	No cost to district

E-15. Approve the receipt of two (2) out of district Tuition Students for the 2022-2023 school year, per attachment.

Roll Call:

12. BOARD PRESIDENT’S REPORT

13. OLD BUSINESS

14. NEW BUSINESS

15. OPEN TO THE PUBLIC

16. EXECUTIVE SESSION

IT IS HEREBY RESOLVED that the Northern Highlands Regional High School Board of Education shall go into executive session to discuss the following matters:

- **Personnel Matters**
- **Personnel (Review CSA Evaluation)**

The minutes of this executive session will be released when the need for confidentiality no longer exists. There are some topics (such as student matters) for which the need for confidentiality may never cease to exist.

_____ moved, and _____ seconded that the Board move into executive session.

TIME: All in Favor: _____ Opposed: _____

_____ moved, and _____ seconded that the Board moves into public session.

TIME: All in Favor: _____ Opposed: _____

17. ADJOURNMENT

_____ moved, and _____ seconded that the meeting be adjourned.

TIME: All in Favor: _____ Opposed: _____