

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

Workshop Meeting

March 11, 2019

AGENDA

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

2. **FLAG SALUTE and PUBLIC MEETINGS STATEMENT:**
The Board Secretary will read the following: 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 by having the date, time and place sent to the North Jersey Media Group (Ridgewood News, The Record), the Boroughs of Allendale and Upper Saddle River, published on January 5, 2019 in The Record and January 11, 2019 in The Ridgewood News 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 three to five minute time period.

3. **ROLL CALL**

NAME	PRESENT	ABSENT
Mrs. Christine Ferrarie		
Mrs. Barbara Garand		
Mrs. Anne Goddard		
Mr. James Mulanaphy		
Mrs. Ann Pagano		
Mrs. Gail Trumbetti		
Ms. Ellen Marie Walsh		
Mrs. Lisa Jill Webb		
Mr. Robert C. Wei		
Dr. Sheila Yallowitz		
Mrs. Emily Kaufman (Saddle River Liaison)		
Katherine Murray (Student Representative)		
Caroline Ryan (Student Representative)		
Dr. Scot Beckerman, Superintendent		
Mr. James Davis, Business Administrator/Board Secretary		

4. **SPECIAL PRESENTATION:** Dr. Scot Beckerman, Superintendent: Blackboard Integrated Mobile Application and AchieveNJ Data Report Card.

5. **STUDENT REPRESENTATIVE REPORTS**

6. COMMITTEE & LIAISON REPORTS**7. PRINCIPAL'S REPORT**

- 8. SUPERINTENDENT'S REPORT:** Debate Team Competition – Date rescheduled from February 12, 2019 to March 7, 2019 due to School Closure/Snow day. Original date was board approved at the January 2, 2019 Board meeting. No change in location.

9. OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS**10. ACTION ITEMS FOR Business Agenda for March 11, 2019, BOARD OF EDUCATION MEETING:**

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approves/accepts the following business item(s) **B-1** through **B-9** 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 February 22 through March 7, 2019, per attachment.
- B-2.** Approval of minutes, February 4 and February 25, 2019 Board of Education meetings and executive session, per attachments.
- B-3.** *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).*

Who: Sheila Yallowitz
 What: NJSBA Workshop: Effective Communication
 Where: Montville Twp. High School, Montville, NJ
 When: Saturday, March 23, 2019
 Costs: Registration – \$49
 Mileage: as per NJ OMB Guidelines

Who: Kim Hayes
 What: Women in Leadership Networking Event
 Where: The Stony Hill Inn, Hackensack, NJ
 When: Friday, March 29, 2019
 Costs: Registration – \$55
 Mileage: as per NJ OMB Guidelines

Who: Scot Beckerman and Joseph Occhino
 What: Annual School Law and Policy Seminar
 Where: Brookdale Community College, Lincroft, NJ
 When: Friday, June 7, 2019
 Costs: Registration – No cost
 Mileage: as per NJ OMB Guidelines

B-4. Approval of agreement with Thomas B. Fallon to provide risk management consultant services as required for the period July 1, 2019 through June 30, 2022, per attachment.

B-5. Transfer of Capital Projects Fund Balance to Capital Reserve:

WHEREAS, NJSA 18A:24-54 permits a Board of Education to **transfer the proceeds of a capital project when the project is completed**, and such funds are no longer necessary for the original purpose or any other authorized purpose; and

WHEREAS, the aforementioned statute authorizes the Board of Education to determine whether to apply such funds to either the general fund or the debt service fund of the district; and

WHEREAS, the Northern Highlands Regional High School Board of Education has determined that **\$ 53,583.36** is available for such transfer;

NOW THEREFORE BE IT RESOLVED by the Northern Highlands Regional High School Board of Education that it hereby **authorizes the district's School Business Administrator to make this transfer to the Capital Reserve fund** consistent with all applicable laws and regulations.

B-6. It is hereby RESOLVED this 11th day of March, 2019, that the Northern Highlands Regional Board of Education hereby accepts and agrees to the Settlement Agreement attached as Exhibit A hereto; and it is further

RESOLVED that the Board hereby authorizes the BOE President to execute the Agreement on behalf of the Board and the Board Secretary to take all actions necessary to effectuate the settlement.

B-7. BE IT RESOLVED, that the Northern Highlands Regional High School Board of Education hereby approves a preliminary budget for the 2019-2020 school year as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 31,217,570	\$ 22,395,067
Special Revenue Fund	\$ 247,500	0
Debt Service Fund	\$ 1,548,875	\$ 1,428,668
Totals	\$ 33,013,945	\$ 23,823,735

Included in budget line 620, Budgeted **Withdrawal from Capital Reserve** – Excess Costs & Other Capital Projects is **\$ 207,000** for other capital costs related to Site Improvements including blacktop and concrete work and drainage and safety improvements to the Freshman Athletic Field. The total cost of these projects is \$ 207,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey student learning standards.

Included in budget line 660, Budgeted **Withdrawal from Emergency Reserve**, is **\$ 50,000** for a Class III Officer.

Also, included in the budget is the use of **Maintenance Reserve** in the amount of **\$ 203,550** to support Required Maintenance in the FY 2019/2020 budget.

BE IT FURTHER RESOLVED that the Board Secretary is hereby authorized to advertise said budget, in accordance with state regulation and prior to the annual public hearing on the budget.

- B-8.** In accordance with N.J.A.C. 6A:23A-7.3, the Northern Highlands Regional High School Board of Education establishes the **pre-budget maximum travel expenditure** (which includes all staff development costs such as attendance at conferences/seminars/workshops}, inclusive of all registration costs, hotel accommodations, reimbursable meals, mileage or other travel related costs permissible by and in accordance with state statute and Board policy, for the **2019-2020 fiscal year** applicable to all staff, including administrators, supervisors, faculty as well as other school district staff that are required to travel, and members of the Board of Education, and furthermore that the school district shall not exceed the amount listed below:

- **\$ 73,625**

Furthermore, in accordance with N.J.S.A. 18A:19-1, the Northern Highlands Regional High School Board of Education authorizes an annual maximum amount per employee for regular business travel only (as defined in N.J.A.C. 6A:23A-1.2) for which board approval is not required to be established at \$ 1,500.00. Moreover, the Board authorizes attendance at in-state professional development activities for which the registration fee does not exceed \$ 150.00 per employee or board member, and all mileage reimbursement requests do not require board approval if the only expenditure related to the staff development activity or attendance at a workshop/seminar or conference is for the reimbursement of mileage.

And it is further moved, as required the Board of Education acknowledges that for the 2018-19 fiscal year the maximum travel expenditure established was \$62,885 of which \$ 17,328 has been expended as of March 5, 2019.

B-9. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS FOR THE 2019-20 SCHOOL YEAR

Approve, as recommended by the Superintendent and School Business Administrator that the Board of Education establishes the following as the **maximum dollar limit for professional services**. Should it become necessary to exceed the maximum listed, the Board of Education may adopt an increase through formal Board option through the transfer of funds resolution, as recommended by the Superintendent and School Business Administrator.

Account Description	19-20 Projected
Health Services	\$ 14,000
School Auditor	\$ 22,000
Board Attorney	\$ 75,000
Purchased Prof Ed Services-Other	\$ 76,570
Professional Services OT/PT, ABA, 1 to 1 Nurse <i>et al</i>	\$ 614,477

Roll Call:

11. ACTION ITEMS FOR the Education Agenda for March 11, 2019 BOARD OF EDUCATION MEETING:

_____ moved and _____ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-18**, 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 2017-2018 Civil Rights Data Collection to be submitted and certified no later than April 22, 2019, as per NJDOE guidelines, per attachment.
- E-4.** Approve the Affirmative Action Team to complete a three-year Comprehensive Equity Plan Needs Assessment and the Comprehensive Equity Plan Forms.
- E-5.** Approve the following Revised Performance Evaluations, effective for the 2019-2020 school year, per attachment.
 - 1. Secretary/Administrative Assistant Evaluation
 - 2. Building and Grounds Department Evaluation
- E-6.** Approve the following new positions, effective for the 2019-2020 school year.
 - 1. Director of Guidance
 - 2. District Technology Administrator
 - 3. Special Law Enforcement Officer (SLEO) – Class III
 - 4. Teacher of American Sign Language (.6)
- E-7.** Approve the following Job Descriptions, effective for the 2019-2020 school year, per attachment.
 - 1. Director of Guidance
 - 2. District Technology Administrator
 - 3. Special Law Enforcement Officer (SLEO) – Class III
- E-8.** Approve a change in title for KELLY PETERFRIEND from Supervisor of Guidance to Director of Guidance, for the 2019-2020 school year, effective July 1, 2019.
- E-9.** Approve a change in title for JOSE MADHAVASSERIL from District Technology Manager to District Technology Administrator, for the 2019-2020 school year, effective July 1, 2019.
- E-10.** Approve the 2019-2020 District Organizational Chart, per attachment.
- E-11.** Accept with regret, the resignation of KEITH MIGLIORINO, Administrative Assistant, effective June 30, 2019, per attachment.
- E-12.** Approve and adopt a new Student Activity Club “Ping-Pong Club”, operated on a volunteer/non-financial support basis, effective for the 2018-2019 school year.

E-13. Approval of the following Athletic/Co-Curricular assignments for the 2018-2019 school year.
 1. RICH SMITH as Ping-Pong Club Volunteer Advisor

E-14. Approve the following field trips/overnight field trips for the 2018-2019 school year.
 a.) Highlands Voices: Invitation to perform at the Acapocalypse Festival (Overnight trip)
 • Hampton Inn & Suites, Grafton WI and Port Washington High School, Port Washington WI: March 29 -31, 2019
 b.) Marching Band: Invitation to perform
 • MLB Network Studios, Secaucus NJ: March 25, 2019; alternate date March 26, 2019

E-15. Approve the following list of advisors/chaperones/school nurse, as listed below.

NAME	EVENT	DATE(S)	AMOUNT TO BE PAID
KYLE KUBICKI	Marching Band	3/25/19; alternate date 3/26/19	Substitute Cost
TOM PASTER	Marching Band	3/25/19; alternate date 3/26/19	No cost to district
STEVE SIMONETTI	Marching Band	3/25/19; alternate date 3/26/19	No cost to district

E-16. Approve CHRISTOPHER MARI for William Paterson University Clinical Experience assignment for Physical Education/Health (student teaching/practicum) for the 2019-2020 school year, from September 9, 2019 to December 13, 2019, per attachment.

E-17. Approve EDWARD PERLAK as Substitute Teacher for the 2018-2019 school year, per attachment.

E-18. Approve the receipt of one (1) out of district Tuition Student for the 2019-2020 school year, per attachment.

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 for the purposes of discussing:

- **No Executive Session Scheduled**

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: _____