

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

Regular Meeting

March 19, 2018

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, 2018 in the Ridgewood News and The Record 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. Jennifer Connolly (Saddle River Liaison)		
Kate Federer (Student Representative)		
Bridget Holle (Student Representative)		
Dr. Scot Beckerman, Superintendent		
Mr. James Davis, Business Administrator/Board Secretary		

4. **SPECIAL PRESENTATION**

5. **STUDENT REPRESENTATIVE REPORTS**

6. COMMITTEE & LIAISON REPORTS
7. PRINCIPAL'S REPORT
8. SUPERINTENDENT'S REPORT
9. OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS
10. ACTION ITEMS FOR Business Agenda for March 19, 2018, BOARD OF EDUCATION MEETING:

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approves/accepts the following business item(s) **B-1** through **B-10** 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 transfers, per attachment.
- B-2.** Approval of the Board Secretary and Treasurer's report for the month of February, 2018.
- B-3.** Approval of current bills list (check register) from March 1, 2018 through March 15, 2018, per attachment.
- B-4.** Approval of minutes, February 26, 2018 Board of Education meeting and executive session and March 12, 2018 Board of Education meeting, per attachment.
- B-5.** *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: Michael Koth
 What: School Safety Specialist Training
 Where: Henry P. Becton Regional High School, East Rutherford, NJ
 When: Monday, June 25 – Thursday, June 28, 2018
 Costs: Registration – no cost
 Mileage: as per NJ OMB Guidelines

Who: Eileen Rakowski
 What: American Association of Physics Teachers' Summer Meeting
 Where: Washington, DC
 When: Saturday, July 28 – Monday, July 30, 2018
 Costs: Registration – \$395
 Hotel: Renaissance Washington DC Hotel (conference hotel), \$165/night plus tax
 Mileage: as per NJ OMB Guidelines

- B-6.** BE IT RESOLVED, that the Northern Highlands Regional High School Board of Education hereby approves a preliminary budget for the 2018-2019 school year as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 30,805,015	\$ 21,955,948
Special Revenue Fund	\$ 245,000	0
Debt Service Fund	\$ 1,549,129	\$ 1,427,408
Totals	\$ 32,599,144	\$ 23,383,356

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects, is \$585,000 for other capital costs of Track Resurfacing and Site Improvements. The total cost of this project is \$585,000 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 \$200,000 for other capital costs of Security Improvements to Doors and Main Entrance.

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-7.** 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 **2018-2019 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:

- **\$62,885**

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 2017-18 fiscal year the maximum travel expenditure established was \$66,070, of which \$29,415 has been expended as of March 13, 2018.

B-8. APPROVAL OF PROFESSIONAL SERVICES CONTRACTS FOR THE 2018-19 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	18-19 Projected
QUAD Technology Shared Service	\$ 69,851
Health Services	\$ 13,000
Attorney Fees	\$ 75,000
School Auditor	\$ 21,500
Professional Services OT/PT, ABA, 1 to 1 Nurse <i>et al</i>	\$ 511,720
Purchased Prof Ed Services-Other	\$ 55,300

- B-9.** RESOLVED, that the Northern Highlands Board of Education authorize repairs to the Boys Varsity Locker Room by Mr. Rooter at a total cost of \$10,440. Two (2) quotes were obtained.
- B-10.** RESOLUTION OF THE BOARD OF EDUCATION OF THE NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT IN THE COUNTY OF BERGEN, NEW JERSEY, APPOINTING A LESSOR RELATING TO THE LEASE PURCHASE OF VARIOUS COMPUTER EQUIPMENT AND ATHLETIC FIELD LIGHTING IN AN AMOUNT NOT TO EXCEED \$1,100,000 AND RELATED MATTERS IN CONNECTION THEREWITH

WHEREAS, The Board of Education of the Northern Highlands Regional High School District in the County of Bergen, New Jersey (the "Board") seeks to acquire various equipment consisting of computer equipment and athletic field lighting (the "Project") at a cost not to exceed \$1,100,000; and

WHEREAS, the Board intends to finance such Project through a tax-exempt, lease purchase financing in an aggregate amount not exceeding \$1,100,000 (the "Lease Purchase Financing"); and

WHEREAS, the Board sought bids for such Lease Purchase Financing; and

WHEREAS, the Board, on March 9, 2018, received bids for the Lease Purchase Financing; and
 WHEREAS, the bid of TD Equipment Finance, Inc. ("TD") was the most advantageous bid to the Board; and

WHEREAS, the Board seeks to execute a lease purchase agreement (the "Lease") for the Lease Purchase Financing with TD in its capacity as lessor and in accordance with its bid as set forth below; and

WHEREAS, the Board desires to set forth the basic financial terms to be incorporated into the Lease and authorize the preparation, the execution and the delivery of the Lease and certain other agreements necessary or incidental to the transactions contemplated thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT IN THE COUNTY OF BERGEN, NEW JERSEY, as follows:

SECTION 1. The Board hereby approves to finance the acquisition and installation of the Project and other related costs and hereby awards the financing to TD (as defined above). The interest rate per annum, the principal maturities and the other terms of the financing shall be as described in the Lease and shall be consistent with the bid submitted by TD on March 9, 2018

(the "Bid"). In accordance with the Bid the interest rate shall be 2.4797% for the two-year term portion and 2.6322% for the four-year term portion or as otherwise indexed in the Bid.

SECTION 2. The Board hereby authorizes (i) the execution and the delivery of the Lease and other related documents, including an Escrow Agreement, and (ii) the performance by the Board of its obligations under the Lease and the Escrow Agreement, both to be dated the date of respective closing. The Board further authorizes and directs the Board President (or in every instance where the Board President is authorized to execute a document under this Resolution the same such authority shall also be given to the Vice President), and the Business Administrator or Assistant Business Administrator to approve any non-material changes, additions or deletions to the Lease and the Escrow Agreement as may be necessary in the judgment of the Board's Bond Counsel. The Lease sets forth, among other things, the lease payments of the Board and their respective amounts. In all respects, the Lease shall be consistent with the terms of this Resolution.

SECTION 3. In exchange for its authorization and execution of the Lease, the Board will receive an aggregate amount not to exceed \$1,100,000, which will be used to finance the Project and other related costs. Lease payments under the Lease may occur on one or more dates, provided that the final lease payment shall not extend beyond the date which is five (5) years from the closing date.

SECTION 4. The Board President and the Business Administrator and Assistant Business Administrator are hereby authorized and directed to execute and to deliver on behalf of the Board each of the agreements referred to in Section 2 of this Resolution and such other agreements and certificates as may be necessary to complete the transaction contemplated by the Lease and the Board President and Business Administrator and Assistant Business Administrator are hereby authorized and directed to take, on behalf of the Board, such other actions as shall be necessary and appropriate to accomplish the lease purchase financing of the Project in accordance with the terms of the Lease and this Resolution and pursuant to the terms of the agreements and the instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereof.

SECTION 5. The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

Roll Call:

11. ACTION ITEMS FOR the Education Agenda for March 19, 2018 BOARD OF EDUCATION MEETING:

_____ moved and _____ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-7**, 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.** Approve the revised 2017-2018 School Calendar, per attachment.
- E-4.** Approve the following Job Descriptions, per attachment.
1. Custodian Foreman
 2. Grounds Foreman
 3. Custodian (Grounds)
- E-5.** Approve the following field trips/overnight field trips for the 2017-2018 school year.
- a) Honors Humanities Class: Live Performance “Lobby Hero”
 - The Helen Hayes Theatre, NYC: 5/2/18
 - b.) Interior Architecture Class: Presentation and Observation of Architecture Firm
 - HLW, Madison NJ: 5/11/18
- E-6.** Approve the following list of advisors/chaperones/school nurse, as listed below.

NAME	EVENT	DATE(S)	AMOUNT TO BE PAID
KIMBERLY HAYES	Honors Humanities Class	5/2/18	No cost to district
JOSEPH KIELY	Honors Humanities Class	5/2/18	No cost to district
KRISTEN SCHUMACHER	Honors Humanities Class	5/2/18	No cost to district
GINA REYNOLDS	Interior Architecture Class	5/11/18	No cost to district
CARLY ORDEN	Interior Architecture Class	5/11/18	No cost to district

- E-7.** Approve REGINA SIKORSKI as Homebound Instructor/Tutor for the 2017-2018 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 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: _____