

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

**Regular Meeting**

**May 15, 2017**

**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 and published on April 7, 2017 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)		
William Downs (Student Representative)		
Lauren Wright (Student Representative)		
Dr. Scot Beckerman, Superintendent		
Mr. James Davis, Business Administrator/Board Secretary		

**4. SPECIAL PRESENTATION:** Al Mugno – 3D Printer

**5. STUDENT REPRESENTATIVE REPORTS**

**6. COMMITTEE & LIASON REPORTS**

7. **PRINCIPAL'S REPORT**
8. **SUPERINTENDENT'S REPORT**
9. **OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS**
10. **APPOINTMENTS AND APPROVALS**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded, to approve the following required appointments and approvals, A through Z and i through vii, through pursuant to NJSA 18A et seq.

#### **2017-2018 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. Approval of the 2017 - 2018 Curriculum Guide  
Approval of the 2017 - 2018 Curriculum Guide and Course Content Outlines as contained in the Atlas curriculum software program.
- C. 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, Director of Athletics and Business Administrator to sign Student Activity checks.
- D. 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 RIDGEWOOD NEWS as the Official Newspaper of the Northern Highlands Regional High School Board of Education, with THE RECORD being the alternate.
- E. 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.
- F. Secretary to the Board of Education  
Approve the appointment of James Davis as Secretary of the Board of Education effective July 1, 2017 through June 30, 2018 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.
- G. Treasurer of School Monies  
Approve the appointment of M. Alissa Mayer as Treasurer of School Monies for the 2017 – 2018 school year for a fee of \$3,000.
- H. Board Attorney  
Approve the appointment of James L. Plosia, Esq. of Plosia Cohen LLC of Chester, N.J. as Board Attorney for the 2017-2018 school year.

I. Benefit Agent

Approve the appointment of Centric Benefits Consulting, New Providence, N.J. as Benefit Consultant for the 2017-2018 school year.

J. Auditor and Dissemination Agent

Approval of the appointment of Hodulik & Morrison, P.A., 1102 Raritan Avenue, Highland Park, N.J. as auditors for the 2017–2018 school year and Board Dissemination Agent for the 2017-2018 school year, per attachment.

K. Board Officials

Approval to appoint/reappoint the following Board Officials for the 2017-2018 school year:

ADA Coordinator	Thomas Buono
Affirmative Action Officer (Students)	Lyle Becourtney
Affirmative Action Officer (Staff)	Kelly Peterfriend
Affirmative Action Team	Kelly Peterfriend, Joseph Occhino, Brad Siegel, Anne Rutkowski, Michael Koth, Maureen Menakis, Michael Stone, Tiffany Cohen, Rosemarie Malloy, Bruce Emra
AHERA Coordinator	Jamie Atchison
Anti-Bullying Coordinator	Michael Koth
Anti-Bullying Specialist	Kelly Peterfriend
Asbestos Management Officer	Jamie Atchison
Chemical Hygiene Officer	Tiffany Cohen
Custodian of Public Records	James Davis
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
Public Agency Compliance Officer (PACO)	James Davis
School Medical Officer	Valley Health Services
Section 504 Compliance Officer	Michael Koth
Section 504 Coordinator	Kelly Peterfriend
Title IX Coordinator	Kelly Peterfriend
Working Papers: Issuing Officer	Kelly Peterfriend

L. Environmental Consultant

Approve the appointment of RK Environmental, Phillipsburg, N.J. as Environmental Consultant for the 2017-2018 school year.

M. Fixed Asset Appraisal Firm

Approve the appointment of AM Consultants to provide Fixed Asset Appraisal update services for the 2017-2018 school year.

N. Risk Management Consultant

Approval of Thomas Fallon of Thomas B. Fallon Insurance Agency as the Risk Management Consultant to NESBIG for the 2017-2018 school year.

O. Qualified Purchasing Agent (QPA)

Approval of James Davis, 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 \$40,000.00 in accordance with N.J.S.A 18A:18-A-3.

P. Staff Investment Services:

403B Plans:

ASpire Financial  
Union Central Life Insurance Company  
AXA Equitable Life Insurance Company  
The Legend Group  
Security Benefits

457B Plan:

AXA Equitable Life Insurance Company

Section 125 Health FSA Plan and Premium Only Plan: Ameriflex

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

Q. 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.

R. 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.

S. 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.

T. Architect/Engineer of Record

Approval of LAN Associates, 445 Godwin Avenue, Suite 9, Midland Park, NJ as the Northern Highlands Regional High School District's Architect/Engineer of record for the 2017-2018 School year.

U. 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 2017-2018 school year, per attachment.

V. Tax Payment Schedule

Approval of the tax payment schedule for the 2017-2018 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) at a cost not to exceed \$150 per employee or Board member.

Z. Big North Athletic Conference

Approval of the appointment of Mr. Robert Williams, Athletic Director, and Mr. Joseph Occhino, Principal, as the district's representatives to the BNC for the 2017-2018 school year.

i. School Emergency Management Guide

Adoption of the district's School Emergency Management Plan for the school year 2017-2018.

ii. 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.

iii. Nursing Services

Approval of Bayada Home Health Care, Inc., 90 Main Street, Suite 202, Hackensack, NJ to provide substitute nursing services for the 2017-2018 school year in the event that our school nurse is absent for the day. Rate is \$52.00 per hour for Registered Nurse services. Contract attached.

iv. Montclair State University Affiliation Agreement

Approval of the affiliation agreement between Montclair State University 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.

v. RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS PURSUANT TO N.J.S.A. 18A:18A-10A.

WHEREAS, the Northern Highlands Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7:29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the state by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Northern Highlands Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Northern Highlands Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now therefore, be it

RESOLVED, the Northern Highlands Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2017-2018 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Northern Highlands Board of Education Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services.

vi. Maximum Limits for Parental Reimbursement

Approval of maximum limits for parental reimbursement for independent evaluations for July 1, 2017 through June 30, 2018, per attachment.

vii. Physician Services

Approval of Valley Physician Services to provide physician services for the 2017-2018 school year for a fee of \$13,000 per annum.

Roll Call:

**11. ACTION ITEMS FOR Business Agenda for May 15, 2017, 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 transfers, per attachment.

**B-2.** Approval of the Board Secretary and Treasurer's report for the month of April, 2017.

**B-3.** Approval of current bills list (check register) from April 28, 2017, through May 11, 2017, per attachment.

**B-4.** Approval of the appointment of SCOTT MACMILLAN as a part-time, unpaid summer intern with the Buildings & Grounds department.

**B-5.** Approve the reappointment of the following custodial staff for the 2017 – 2018 school year, effective July 1, 2017: LUIS ARBOLEDA, JAMES BOYLE, TENZIN CHANGRAK, DAVID DEN HOLLANDER, RALPH FLANNERY, STANKO GALO, SALI MEMA, GARRY OMMUNDSEN, EMIL PETROV, MARK ROOSA, PAUL SCHAEFER, DRITAN SPAHO, PETAR TZVETANOV, BOHDAN UHRYN, TIM WILLIAMS, MUGNI ZHAKU.

**B-6.** Approval of the following on-call staff for 2017-2018 school year:

- On-call custodians JAROSLAW (JERRY) BIELECKI and BESNIK TURKA at the rate of \$15.00 per hour and CHRISTOPHER KOSKI at the rate of \$15.50 per hour.
- On-call bus drivers at \$23 per hour: FRANCINE GRIECO, ROGER GRIFFITH, RONALD MARIANI, ROBERT MELLACI, JULIO SANCHEZ, BESNIK TURKA, OSCAR URIAS, JOHN WISCOVITCH and RAFAEL PALACIO at the rate of \$35 per hour.

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- B-7.** Approval of payment of \$75/day to a Northern Highlands bus driver who drives the Allendale – Bergen Academies route and a Special Education route as it pertains to the morning run, for the 2017-2018 school year.
- B-8.** Approval of Regular School year (2016-17) tuition for a student (ID 20452) for the period May 1, 2017 – June 20, 2017 at Cresskill LLD Program, in the total amount of \$5,759.40, as described in the student’s IEP, per attachment.
- B-9.** Approval of additional staffing services for a student (ID 20452) for the period May 1, 2017 – June 20, 2017 at Cresskill LLD Program, in the total amount of \$2,421.82, as described in the student’s IEP, per attachment.
- B-10.** Approval of summer tuition for a student (ID 7578) to attend the Developmental Center for Children and Families, LLC (2017 Summer Program) for the period July 10 – August 9, 2017, as described in the student’s IEP, in the amount of \$9,745, per attachment.
- B-11.** Approval of summer tuition for a student (ID 19364) to attend Sage Day Summer 2017 Program for 5 weeks, June 26 – July 28, 2017, as described in the student’s IEP, in the amount of \$3,200, per attachment.
- B-12.** Approval of Regular School year (2017-18) tuition for a student (ID 19364) for the period September 5, 2017 – June 30, 2018 at Sage Day in Rochelle Park, in the amount of \$58,230, as described in the student’s IEP, per attachment.
- B-13.** Approval of Regular School year (2017-18) tuition for a student (ID 20456) for the period September 5, 2017 – June 30, 2018 at Sage Day in Rochelle Park, in the amount of \$58,230, as described in the student’s IEP, per attachment.
- B-14.** Approval of Regular School year (2017-18) tuition for a student (ID 20447) for the period September 5, 2017 – June 30, 2018 at Sage Day in Rochelle Park, in the amount of \$58,230, as described in the student’s IEP, per attachment.
- B-15.** Approval of Revised Tuition contract for the 2016-17 school year with Fusion Academy for a student (ID 7117), per the previously approved Stipulation of Dismissal, effective October 31, 2016, with balance of tuition payable not to exceed \$21,080, per attachment.
- B-16.** Approval of Revised Tuition contract for the 2016-17 extended school year with Fusion Academy for a student (ID 7117), per the previously approved Stipulation of Dismissal, effective July 3 - August 31, 2017, per attachment.
- B-17.** Approval of registration for a student (ID 20034) to attend Pony Power for programs in Summer 2017 as described in their IEP, in the total amount of \$510, per attachment.
- B-18.** Approval of Homebound Instruction Agreement with Silvergate Prep for a student (ID 7511) for 5 hours tutorial services per week at the rate of \$60/hour totaling \$300/week, as needed during the 2016-2017 school year per the Supervisor of Guidance, per attachment.
- B-19.** Approval of Neuropsychological Testing for a student (ID 6614) by Cambridge Rehabilitation Services, Inc., in the amount of \$2,000, per attachment.

**B-20.** Approval to accept the donation of \$3,000 from the Allendale Recreation Commission to help fund Northern Highlands' student wellness initiative and substance abuse prevention efforts..

**B-21. Construction Project Bid Award**

WHEREAS, on May 10, 2017 the Northern Highlands Regional High School Board of Education conducted a public bid opening for the award of a Gymnasium Bleachers Replacement Project, DOE Project # 3700-050-17-5000, which yielded the following two bids for consideration:

<b>Contractor</b>	<b>Base Bid</b>
Tri-State Folding Partitions	\$109,000
ML, Inc.	\$109,900

and;

WHEREAS, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

NOW, THEREFORE BE IT RESOLVED, that the Northern Highlands Regional High School Board of Education, pursuant to review and approval from LAN Associates and the Board Attorney, awards the contract for the Gymnasium Bleachers Replacement Project to Tri-State Folding Partitions in the total contract lump sum of \$109,000.

BE IT FURTHER RESOLVED, that the Northern Highlands Regional High School Board of Education grants the authority to James Davis, Business Administrator, to sign a contract with Tri-State Folding Partitions.

**B-22. Construction Project Bid Award**

WHEREAS, on May 10, 2017 the Northern Highlands Regional High School Board of Education conducted a public bid opening for the award of an Auditorium Stage Sound System Upgrade Project, DOE Project # 3700-050-16-1000, which yielded the following two bids for consideration:

<b>Contractor</b>	<b>Base Bid</b>	<b>Add Alternate 69A</b>	<b>Add Alternate 69G</b>
Coskey's Electronic Systems	\$69,774	\$1,860	\$590
Bingham Communications, Inc.	\$79,699	\$1,417	\$433

and;

WHEREAS, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq. LAN Associates and the Board Attorney have determined that the lowest bid received does not conform to the specifications for the following reason:

- The lowest bid did not include the AIA Contractor's Qualification Statement, DPMC Total Amount of Uncompleted Contracts Form, Contractor's Certification Affidavit and Certification of No Material Adverse Change and so can be deemed non-responsive.

NOW THEREFORE BE IT RESOLVED, that the Northern Highlands Regional High School Board of Education rejects the lowest bid for the project.

and;

NOW, THEREFORE BE IT RESOLVED, that the Northern Highlands Regional High School Board of Education, pursuant to review and approval from LAN Associates and the Board Attorney, awards the contract for the Auditorium Stage Sound System Upgrade Project to Bingham Communications, Inc. in the total contract lump sum of \$81,549 which includes Add Alternates 69A and 69G.



BE IT FURTHER RESOLVED, that the Northern Highlands Regional High School Board of Education grants the authority to James Davis, Business Administrator, to sign a contract with Bingham Communications, Inc.

- B-23.** WHEREAS, The Northern Highlands Regional High School District has awarded a bid for bleacher replacement and wall pad installation in the Rear Gymnasium, and

N.J.A.C. 6A:23A-14.2(d) provides that a district board of education, as appropriate, may by resolution withdraw funds from the maintenance reserve account and appropriate such funds into the required maintenance account lines any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan, and

WHEREAS, the Northern Highlands Regional High School Board of Education has identified this renovation project as requiring additional required maintenance activities and it finds such activities essential to the efficient and effective management of district facilities and financial resources; now, therefore, be it

RESOLVED, that the Northern Highlands Regional High School Board of Education hereby authorizes the withdrawal of \$109,000 from its maintenance reserve fund for the aforementioned renovation renovation project.

- B-24.** RESOLUTION AUTHORIZING THE SEEKING OF BIDS FOR A TAX-EXEMPT LEASE PURCHASE FINANCING FOR THE ACQUISITION OF A BUS AND A MAINTENANCE VEHICLE IN AN AMOUNT NOT TO EXCEED \$101,994.60.

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 a bus and a maintenance vehicle; and

WHEREAS, the Board intends to finance such acquisition through a tax-exempt, lease purchase financing (the "Lease Purchase Financing"); and

WHEREAS, the Board wishes to seeks bids for such Lease Purchase Financing.

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

SECTION 1. The Board hereby approves and directs Hunterdon County Educational Services Commission, and Wilentz, Goldman & Spitzer to seek bids, on behalf of the Board, to finance the acquisition of a bus and a maintenance vehicle through a tax-exempt, Lease Purchase Financing in an amount not to exceed \$101,994.60.

SECTION 2. This Resolution shall take effect immediately upon its adoption.

Roll Call:

**12. ACTION ITEMS FOR the Education Agenda for May 15, 2017 BOARD OF EDUCATION MEETING:**

\_\_\_\_\_ moved and \_\_\_\_\_ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-9** 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.** Approve the **second** reading of the following Board of Education Policies, Regulations and Bylaw updates, per attachment.

Bylaw 0000.02 Introduction (M) (Revised)

P 2415.06 Unsafe School Choice Option (M) (Revised)

P & R 2460 Special Education (M) (Revised)

R 2460.1 Special Education – Location, Identification, and Referral (M) (Revised)

R 2460.8 Special Education – Free and Appropriate Public Education (M) (Revised)

R 2460.9 Special Education – Transition From Early Intervention Programs to Preschool Programs (M) (Revised)

R 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M) (New)

R 2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt)

P 2464 Gifted and Talented Students (M) (Revised)

P 2467 Surrogate Parents and Foster Parents (M) (Revised)

P 2622 Student Assessment (M) (Revised)

P & R 3160 Physical Examination (M) (Revised)

P & R 4160 Physical Examination (M) (Revised)

P & R 5116 Education of Homeless Children (Revised)

P 5460 High School Graduation (M) (Revised)

P 7446 School Security Program (New)

P 8350 Records Retention (New)

**E-3.** Approve completion and payment to SCOT BECKERMAN, Superintendent, for successful completion and approval by Department of Education and Northern Highlands Board of Education for the Attained Merit Goals (5 in total: 2 Qualitative Goals and 3 Quantitative Goals) in accord with the Superintendent's 2016-2017 employment contract at a dollar amount of \$21,977.50 as follows:

<u>Goal #1</u>	Qualitative	2.5%	\$3,687.50
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During the 2016-2017 school year, Northern Highlands will be undergoing a 1-1 initiative with all students. One of the district goals is to increase technology use in all classrooms by teachers. In order to evaluate teaching trends and assist in raising the quality of 1-1 infused instruction through constructive feedback, the Superintendent will complete non-evaluatory walk-through observations of all non-tenured tenure track teachers for a minimum of 20 minutes. The Superintendent will observe all tenure track, non-tenured staff by May, 2017.

Goal #2            Qualitative            2.5%            \$3,687.50

Northern Highlands would like to spearhead an assessment on how the guidance department can better serve the students and parents of the district. The Superintendent will visit a minimum of three other districts that provide varying guidance department models and create recommendations to a sub-committee of the Board of Education of suggestions how the guidance department can better serve the students and parents of Northern Highlands by June 2017. The evaluation of the guidance department will not be limited to any specific area, but rather a full analysis of structure, staffing and departmental offerings. The Superintendent will conduct the visits with the Supervisor of Guidance and then discuss the formulated recommendations with her prior to presentation to the sub-committee of the BOE.

Goal #1            Quantitative            3.33%            \$4,867.50

There have been over 100 changes in policy and regulations to Northern Highlands Policy and Regulations since the start of 2015-2016. While our district policies have been revised to meet NJQSAC standards, our policies are not easily accessible to the district stakeholders. A committee will be created to review and update policies throughout the school year by April 30, 2017. All necessary changes will be made to policies by the Superintendent who will then have the changes BOE approved.

To ensure that employees are aware of the required policies and yearly updates, a “Yearly Employee Checklist” sign-off will be created. This checklist will provide teachers guidance as to which policies are required to be reviewed at the start of each year. Employees will be provided this checklist by September 30, 2016 and required to acknowledge receipt.

Further, in order to better inform our school community on existing board policies, the Superintendent will, for the first time, post 100% of board policies on a webpage (created by the Superintendent) linked to the district website by October 31, 2016. The policies on the webpage will include 100% of all policies from sections 0000 to 9000. After the launch of the website, the Superintendent will maintain the website with 100% all BOE approved policy updates throughout the remainder of the school year (June 2017).

Goal #2            Quantitative            3.33%            \$4,867.50

During the 2015-2016 school year, the Superintendent launched a communication initiative designed to increase discourse between school district staff, the BOE and the community at large. Specifically, the Superintendent authored two community newsletters, and created and disseminated a weekly update message to BOE members. During the 2016-2017 school year, the Superintendent will further enhance communication with the following new features/activities:

- The Superintendent will also establish a Northern Highlands’ Twitter account and will recruit followers via the district website and back-to-school night. He will also tweet a minimum of once per week on issues related to the Northern Highlands school community.

The Newsletters will feature guest columnists chosen to provide perspectives from other district stakeholders. For example, the district has two BOE student representatives and an article (on a topic to be determined) from their perspective will be solicited.

Goal #3            Quantitative            3.33%            \$4,867.50

Northern Highlands would like to expand our Option 2 offerings to students. Presently, Northern Highlands offers limited Option 2 offerings such as Online Opportunities, County Tech offerings, BOCES offerings as well as ½ day work study or college options for seniors.

In order to evaluate best practices and enhance/expand our present offerings, the Superintendent will visit a minimum of four districts with additional district personnel who use various Option 2 or Internship Programs and have a wide selection of elective courses and opportunities for students. By June 2017, the Superintendent will evaluate his findings with administration (both offerings and procedural) and author a minimum of three recommendations to a committee of the Board of Education for possible implementation in the 2018-2019 school year.

- E-4.** Approve completion and payment to JAMES DAVIS, Business Administrator/Board Secretary, for successful completion and approval by the Department of Education, Superintendent and Northern Highlands Board of Education, for the Attained Merit Goals in accord with the Business Administrator/Board Secretary 2016-2017 employment contract at a dollar amount of \$5,620.89 as follows:

<u>Goal #1</u>	Quantitative	3.33%	\$5,620.89
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Mr. Davis has initiated and begun working with an architect and an engineering firm as well as an attorney in order to start two major cost saving energy projects, and he will monitor and act in the capacity as the district's Construction Manager for all of the projects listed below:

- 1) SOLAR PANEL/PPA PROJECT - Install solar roof top panels with a proposed system size of approximately 887 kW DC resulting in an estimated energy savings of \$1.8 million over 15 years,
  - 2) ENERGY SAVINGS IMPROVEMENT PROGRAM (ESIP) - School district will appoint an ESCO (Energy Services Company) to develop a preliminary Energy Savings Plan ("ESP") that can be implemented through a customized Energy Savings Implementation Program ("ESIP"). The Board expects that the awarded ESCO will propose financing arrangements to fund energy conservation improvements through contracts in which the costs of the improvements are supported by the savings produced by the improvements, and
  - 3) AUDITORIUM PROJECT – Renovate auditorium including, but not limited to replacing entire ceiling, acoustics, lighting (house and stage), and new sound system (estimated cost \$800K).
- E-5.** Approve a change in FTE from .8 to .833 for LIZA CIOFFI, Teacher of Physical Education for the 2017-2018 school year, effective September 1, 2017 at a total salary of \$100,765, (MA+30, Step 18) prorated to \$83,937.
- E-6.** Approve the appointment of RYAN FANELLI, TONY LAROCCA and KURT ROGERS as Technology Assistants for the summer, up to a maximum of 720 hours, at a rate of \$21.00 per hour not to exceed \$15,120.
- E-7.** Approve the following field trips/overnight field trips for the 2016-2017 school year.
- a) Highlands Heroes: 8<sup>th</sup> Grade Outreach program
    - Cavallini School, Upper Saddle River NJ: 5/24/17 (Rescheduled from 5/19/17)
  - b) Yearbook Club: Book Design and Layout Workshop
    - Raritan Valley Community College, Branchburg NJ: 5/22/17
  - c) Fine Arts Class: Art Display and Workshop
    - Bergen County Community College, Paramus NJ: 5/19/17

**E-8.** Approve the following list of advisors/chaperones/school nurse, as listed below:

NAME	EVENT	DATE	AMOUNT TO BE PAID
JENNIFER FERENTZ	Highland Heroes	5/24/17	No cost to district
DOREEN ALBANO	Yearbook	5/22/17	No cost to district
MARY LARDIERE	Yearbook	5/22/17	No cost to district
JESSICA THOMPSON	Fine Arts Class	5/19/17	No cost to district
SVEA BARRETT	Fine Arts Class	5/19/17	No cost to district
TOM PASTER	Fine Arts Class	5/19/17	No cost to district
STEVE CERELLI	Senior Trip	5/22/17	No cost to district
JENNIFER MONAHAN	Physics Classes	6/1/17	No cost to district
DENISE TALOTTA	American Lit. Class	6/1/17	No cost to district

**E-9.** Approve ROBERT LEET for Montclair State University Student Teaching Internship in Music for the 2017-2018 school year, from August 1, 2017 to May 11, 2018, per attachment.

Roll Call:

- 13. BOARD PRESIDENT’S REPORT**
- 14. OLD BUSINESS**
- 15. NEW BUSINESS**
- 16. OPEN TO THE PUBLIC**
- 17. 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 – 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: \_\_\_\_\_

**18. ADJOURNMENT**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded that the meeting be adjourned.

TIME: All in Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_