

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

Regular Meeting

May 26, 2015

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

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 January 9, 2015 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. Barbara Garand		
Mrs. Anne Goddard		
Dr. Robert Hands		
Mr. James Mulanaphy		
Mrs. Ann Pagano		
Mrs. Gail Trumbetti		
Ms. Ellen Marie Walsh		
Mrs. Lisa Jill Webb		
Mr. Robert C. Wei		
Dr. Sheila Yallowitz		
Mr. Henry Senger (Saddle River Liaison)		
Julia Corrison (Student Representative)		
Josh Greenberg (Student Representative)		
Mr. John J. Petrelli, Interim Superintendent		
Mr. James Davis, Business Administrator/Board Secretary		

4. SPECIAL PRESENTATIONS:

I. Student Assistance Services

II. Technology Presentation – Mr. Dan Cazes and Mr. Jose Madhavasseril

5. **STUDENT REPRESENTATIVE REPORTS**
6. **COMMITTEE & LIASON REPORTS**
7. **OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS**
8. **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.

2015-2016 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 2015 - 2016 Curriculum Guide
Approval of the 2015 - 2016 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 Superintendent, 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, 2015 through June 30, 2016 and that the Board Secretary instead of the Treasurer of School Moneys 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 2015 – 2016 school year for a fee of \$3,000.
- H. Board Attorney
Approve the appointment of James L. Plosia, Esq. of Apruzzese, McDermott, Mastro & Murphy of Liberty Corner, N.J. as Board Attorney for the 2015-2016 school year.

I. Benefit Agent

Approve the appointment of Centric Benefits Consulting, New Providence, N.J. as Benefit Consultant for the 2015-2016 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 2015–2016 school year and Board Dissemination Agent for the 2015-2016 school year, per attachment.

K. Board Officials

Approval to appoint/reappoint the following Board Officials for the 2015-16 school year:

ADA Coordinator	Thomas Buono
Affirmative Action Officers	Kelly Peterfriend (staff) Lyle Becourtney (students)
AHERA Coordinator	Jamie Atchison
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
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 2015-2016 school year.

M. Fixed Asset Appraisal Firm

Approve the appointment of AM Consultants to provide Fixed Asset Appraisal update services for the 2015-2016 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 2015-2016 school year.

O. Staff Investment Services:

403B Plans:

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

457B Plan:

AXA Equitable Life Insurance Company

Section 125 Health FSA Plan and Premium Only Plan:

Ameriflex

P. 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 \$36,000.00 in accordance with N.J.S.A 18A:18-A-3.

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, Midland Park, NJ as the Northern Highlands Regional High School District's Architect/Engineer of record for the 2015-2016 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 2015-2016 school year, per attachment.

V. Tax Payment Schedule

Approval of the tax payment schedule for the 2015-2016 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 \$50.

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 2015-2016 school year.

i. School Emergency Management Guide

Adoption of the district's School Emergency Management Plan for the school year 2015-2016.

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 and the Northern Highlands Music and Performing Arts Association.

iii. Nursing Services

Approval of Bayada Nurses, Inc., 90 Main Street, Suite 202, Hackensack, NJ to provide substitute nursing services for the 2015-2016 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 2015-2016 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, 2015 through June 30, 2016, per attachment.

vii. Substitute Trainer's Agreement

Approval of the substitute certified athletic trainer's agreement with Kinetic Physical Therapy for the 2015-2016 school year, per attachment.

Roll Call:

9. ACTION ITEMS FOR Business Agenda for May 26, 2015, 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 reports for the month of April, 2015, per attachment.

B-3. Approval of current bills list (check register) from May 7, 2015, through May 20, 2015, 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).*

Who: Susan Spencer
 What: College Board AP European History Workshop
 Where: NYSUT Headquarters, Latham, NY
 When: Monday, July 20 – Thursday, July 23, 2015
 Costs: Registration: \$650 (prior to 5/31/15)
 Mileage: as per NJ OMB Guidelines

B-5. Approval of Regular School year (2014-15) tuition for a student (ID 6095) for the period May 1, 2015 – June 30, 2015 at Sage Day in Rochelle Park, in the amount of \$51,975, pro-rated for 2 months, as described in the student's IEP, per attachment.

B-6. Approval of summer tuition for student (ID 6268) for the period July 6 through August 14, 2015 at Camp Acorn in the amount of \$2,300, as described in the student's IEP, per attachment.

B-7. Approval for 1:1 Aide for a student (ID 6712) attending the BCSS Extended School year Program July 6-29, 2015 as described in their IEP. The total cost for the aide is \$2,122.02 (18 days at \$117.89 per day). Salary may be adjusted upon approval of a new Master Agreement between the Board of Education and the NHEA.

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- B-8.** Approval of Regular Residential Tuition contract agreement for student (ID 5075), for the period July 1, 2015 through June 30, 2016, to attend Melmark, Pennsylvania in the total amount of \$363,027, as described in their IEP, per attachment.
- B-9.** Approval for additional staffing for a student (ID 5075) for the period July 1, 2015 – June 30, 2016 at Melmark School, as described in their IEP, in the amount of approximately \$77,740 (\$23/hr not to exceed 65hrs/week x 52 weeks), per attachment.
- B-10.** Approval of extended school year and Regular School year tuition (2015-16) at David Gregory School for a student (ID 6711) in the amount of \$53,932.20 as described in the student's IEP, per attachment. A 1:1 Aide fee of \$34,650.00 is included in the contract under extraordinary services bringing the total contract amount to \$88,582.20.
- B-11.** Approval of extended school year and Regular School year tuition (2015-16) at David Gregory School for a student (ID 7152) in the amount of \$53,932.20 as described in the student's IEP, per attachment. A 1:1 Aide fee of \$34,650.00 is included in the contract under extraordinary services bringing the total contract amount to \$88,582.20.
- B-12.** Approval of Regular school year tuition (2015-2016), for a student, (ID 7573) at Barnstable Academy for the period September 1, 2015 through June 30, 2016, as described in their IEP, in the amount of \$43,900 as described in their agreement, per attachment.
- B-13.** Approval of a shared services agreement with South Jersey Technical Partnership (SJTP), per attachment.
- B-14.** Approval of summer tuition for a student (ID 7447) to attend Sage Day Summer 2015 Program for 5 weeks, June 29 – July 31, 2015, as described in the student's IEP, in the amount of \$3,000, per attachment.
- B-15.** Approval of Regular School year (2015-16) tuition for a student (ID 7447) for the period September 1, 2015 – June 30, 2016 at Sage Day in Rochelle Park, in the amount of \$54,054, as described in the student's IEP, per attachment.
- B-16.** Approval of Extended school year tuition for students (ID 6712 and 5389) to participate in the BCSS Summer 2015 Program, July 6 – July 29, 2015, as described in the students' IEPs, in the amount of approximately \$4,400 each, per attachment.
- B-17.** Approval of summer tuition for a student (ID 7578) to attend the Developmental Center for Children and Families, LLC Program for the period June 8 – August 7, 2015, as described in the student's IEP, in the amount of \$9,270, per attachment.
- B-18.** Approval of Regular School year (2015-16) tuition for a student (ID 5509) for the period September 2, 2015 – May 22, 2016 at Berkshire Hills Music Academy, in the amount of \$47,688, as described in the student's IEP, per attachment.
- B-19.** Approval of Regular School year (2015-16) tuition for a student (ID 6874) for the period September 1, 2015 – June 30, 2016 at Sage Day in Rochelle Park, in the amount of \$54,054, as described in the student's IEP, per attachment.

- B-20.** Approval of Regular School year (2015-16) tuition for a student (ID 6095) for the period September 1, 2015 – June 30, 2016 at Sage Day in Rochelle Park, in the amount of \$54,054, as described in the student’s IEP, per attachment.
- B-21.** Approval of Regular School year (2015-16) tuition for a student (ID 6223) for the period September 1, 2015 – June 30, 2016 at Sage Day in Rochelle Park, in the amount of \$54,054, as described in the student’s IEP, per attachment.
- B-22.** Approve the reappointment of the following custodial staff for the 2015 – 2016 school year, effective July 1, 2015: L. ARBOLEDA, T. CHANGRAK, D. DEN HOLLANDER, R. FLANNERY, S. GALO, R. GRIFFITH, S. MEMA, Q. MILANO, G. OMMUNDSEN, E. PETROV, M. ROOSA, P. SCHAEFER, D. SPAHO, P. TZVETANOV, B. UHRYN, T. WILLIAMS.
- B-23.** Approval of the following on-call staff for 2015-2016 school year:
- On-call custodian at the rate of \$15 per hour: CHRISTOPHER KOSKI.
 - On-call bus drivers at \$23 per hour: RICHARD BABITTS, RONALD MARIANI, RALPH TALMADGE and OSCAR URIAS and RAFAEL PALACIO at the rate of \$35 per hour.
- B-24.** 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 intends to enter into such a contract with EXTEL Communications, Inc. (Contract # A88737 under NJ State Contract T2989) 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 enter into such a contract for Communications Wiring Services with EXTEL Communications, Inc. in the amount of \$65,639.

Roll Call:

10. ACTION ITEMS FOR the Education Agenda for May 26, 2015 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 reappointment of the following Administrators for the 2015-2016 school year, effective July 1, 2015, per attachment:
1. Business Administrator/ Board Secretary: J. Davis
 2. Regional Director of Curriculum, Instruction & Assessment: B. Siegel

- E-3.** Approve the reappointment of the following Non Aligned Staff for the 2015-2016 school year, effective July 1, 2015, per attachment.
1. Financial Assistant to the Business Administrator: J. Frankel
 2. Administrative Assistants: P. Frey, D. Saunders
 3. IT Specialist/Network Manager: J. Madhavasseril
 4. Computer Technicians: P. Emporellis, J. McAdams
 5. Facilities Manager: J. Atchison
- E-4.** Approve the reappointment of the following Non Aligned Staff for the 2015-2016 school year, effective September 1, 2015, per attachment.
1. Campus Aides: D. Carden, S. Chelstowski, F. Miller, R. Walsh, T. Weiss
- E-5.** Approve the reappointment of the following Support Staff Members for the 2015-2016 school year, effective July 1, 2015. Salary may be adjusted upon approval of a new Master Agreement between the Board of Education and the NHEA.
1. Administrative Assistants: J. Jewett, A. Karpinecz, S. Mangion, B. Ricca
 2. Secretaries: D. Brown, L. Cannizzaro, M. Corbett, J. DeBiasi, M. Koluch, M. Menakis, L. Roberto
 3. Accounts Payable: R. Linden
- E-6.** Approve the reappointment of the following Support Staff Members for the 2015-2016 school year effective, September 1, 2015. Salary may be adjusted upon approval of a new Master Agreement between the Board of Education and the NHEA.
1. Secretary: L. Geimke (Part-time Hourly)
 2. Classroom Aides: T. Absalom, K. Hughes, M. Milone, R. Pollio, B. Zahor
- E-7.** Approve the first reading of the following Board of Education Policies, Regulations, By Laws and Citation updates, per attachment:
- | | |
|-------------------|--|
| Policies: | 4000, 5000, 6000, 7000, 8000, 9000 |
| Regulations: | R4000, R5000, R6000, R7000, R8000, R9000 |
| Citation Updates: | 4000, 5000, 6000, 7000, 8000, 9000 |
- E-8.** Approve the first reading to abolish the following Board of Education Policies, Regulations, and By-Laws, per attachment:
- | | |
|--------------|---|
| Policies: | 9110 Quality Assurance Annual Report
4440 Job Expenses – Replaced with Policy 6471 |
| Regulations: | R4440 Travel Expenses – Replaced with Regulation 6471 |
- E-9.** Approve four (4) new Tuition Students for the 2015- 2016 school year, per attachment.

Roll Call:

11. PRINCIPAL'S REPORT

12. SUPERINTENDENT’S REPORT

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:

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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: _____