

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

Workshop Meeting

May 7, 2012

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

The Board Secretary will read the following:

This is the Regular Meeting of the Northern Highlands Regional High School Board of Education and Notice has been provided as required under the Open Public Meetings Act by having the time, date, place and purpose of said meeting transmitted to the Ridgewood News, The Record, the Boroughs of Allendale and Upper Saddle River and published on May 13, 2011 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. Anne Goddard	_____	_____
Mrs. Barbara Garand	_____	_____
Mrs. Lisa Jill Webb	_____	_____
Dr. Robert Hands	_____	_____
Mrs. Ann Pagano	_____	_____
Mrs. Lori Loughnane	_____	_____
Mr. James Mulanaphy	_____	_____
Mr. Robert C. Wei	_____	_____
Mrs. Colleen Federer	_____	_____
Mrs. Gail Trumbetti	_____	_____
Mr. Henry Senger (Saddle River Liaison)	_____	_____
Ms. Morgan Lamb (Student Representative)	_____	_____
Mr. Anuj Chhabra (Student Representative)	_____	_____
Mr. John J. Keenan, Superintendent	_____	_____
Mr. Roderic McLaughlin, Business Administrator/Board Secretary	_____	_____

4. **STUDENT REPRESENTATIVE REPORT**
5. **COMMITTEE REPORTS**
6. **LIAISON REPORTS**
7. **OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS**
8. **ACTION ITEMS FOR Business Agenda for May 7, 2012, BOARD OF EDUCATION MEETING:**

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approves/accepts the following business item(s) B-1 thru B-3 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 April 26, 2012 through May 3, 2012.
(Attch B-1)

B-2. 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 (Attch. B-3) for the **2012-2013 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.

B-3. Approval of Services for Student ID 6006 ; the SOAR Experience, from July 9 to July 27, 2012 provided by West Bergen Mental Healthcare, in the amount of \$2,000.00. (Attach. B-3)

- 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: Jennifer Ferentz
 What: 2012 NJACAC (NJ Asso. For College Admission Counseling)
 Annual Conference
 Where: Ocean Place Resort and Spa, Long Branch, NJ
 When: Monday, June 4, 2012
 Costs: Registration: \$125.00
 Mileage: as per GSA guidelines

Who: Michael Stone
 What: 2012 NJACAC (NJ Asso. For College Admission Counseling)
 Annual Conference
 Where: Ocean Place Resort and Spa, Long Branch, NJ
 When: Tuesday, June 5, 2012
 Costs: Registration: \$140.00
 Mileage: as per GSA guidelines

Who: Adam Brunner
 What: NJTEEA Conference
 Where: NJIT, Newark, NJ
 When: Friday, May 11, 2012
 Costs: Registration: \$125.00
 Mileage: as per GSA guidelines

Roll Call:

9. ACTION ITEMS FOR THE Business Agenda for the May 21, 2012 BOARD OF EDUCATION MEETING.

RESOLVED: That the Board of Education approves/accepts the following business item(s) 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:

- a. Approval of transfers.
- b. Approval of Secretary's and Treasurer's report for the month of _____, 2012.
- c. Approval of current bills list (check register).
- b. Approval of minutes, _____, 2012, Board of Education meeting.
- e. Approval of the reappointment of the following staff/custodians/bus drivers/campus aides for the 2012 – 2013 school year: Stephen Chelstowski, Renee Harper and Robert Walsh, L. Arboleda, T. Changrak, D. Clarke, B. Ferraro, R. Flannery, S. Galo, R. Goldsmith, J. Liebeck, Q. Milano, E. Petrov, M. Roosa, P. Schaefer, P. Tzvetanov, B. Uhryn, T. Williams.

- f. Approval of the appointment of the following on call/substitute custodians/bus drivers for the 2012-2013 school year, to be paid at the hourly rate of \$12.00 for custodial work and an hourly rate of \$20.00 for driving: Vincent Driscoll, Thomas Kopp, Kazimierz Majewski, Frank Miller, Dzemail Muric, Spiro Petritsis and Christine Phillips.
- g. **2012-2013 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 2012 - 2013 Curriculum Guide and Course Content Outlines
- C. Official Depositories
Approval of Bank of America, Allendale, New Jersey as the depository of School Funds for the Board of Education through 6/30/13.
- D. 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, Vice Principal, Dean of Student Activities and Business Administrator to sign Student Activity checks.
- E. Open Public Meetings Act
Approval, in compliance with NJSA 10:4-18, of the Open Public Meetings Act Resolution.
Official Newspaper
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.
- F. 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.
- G. Secretary to the Board of Education
Approve the appointment of [REDACTED] as Secretary of the Board of Education effective June 1, 2012 through June, 2013 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.
- H. Treasurer of School Monies
Approve the appointment of M. Alissa Mayer as Treasurer of School Monies for the 2012 – 2013 school year for a fee of \$3,000.
- I. School Doctor-Approve the appointment of Valley Health Services as provider of School Medical Officer services for the district for the 2012 - 2013 school year.

- J. Hepatitis B Contact Person
Approve the appointment of school nurse, Mrs. Cathy Kiely, as the Hepatitis B contact person for the 2012 – 2013 school year.
- K. Affirmative Action Person(s)
Approve the appointment of Mr. Robert Petrosino as Affirmative Action Officer for staff and Dr. Lyle Becourtney as Affirmative Action Officer for students for the 2012-2013 school year.
- L. Board Attorney
Approve the appointment of James L. Plosia of Apruzzese, McDermott, Mastro & Murphy of Liberty Corner, N.J. as Board Attorney for the 2012-2013 school year.
- N. Auditor and Dissemination Agent-Approval of the appointment of Hodulik & Morrison, P.A., 1102 Raritan Avenue, Highland Park, N.J. as auditors for the 2012–2013 school year and Board Dissemination Agent for the 2012-2013 school year as per attached contracts. (Attch. N.a & N.b)
- O. Title IX Coordinator-Approval of the appointment of Mr. Thomas Buono, NHRHS, as Title IX coordinator for the 2012 – 2013 school year.
- P. Section 504 Compliance Officer-Approval of the appointment Mr. Michael Koth as the Section 504 Compliance Officer and grievance procedures for the 2011 – 2012 and 2012-2013 school year.
- Q. ADA Coordinator-Approval of the appointment of Mr. Thomas Buono as the ADA Coordinator for the 2012 - 2013 school year.
- R. 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 2012 - 2013 school year.
- S. Risk Management Consultant
Approval of Thomas Fallon of Bollinger Insurance as the Risk Management Consultant to NESBIG for the 2012 - 2013 school year.
- T. Public Agency Compliance Officer
Approval of School Business Administrator/ Board Secretary as the Public Agency Compliance Officer through July, 2013.
- U. Staff Investment Services:
403B Plans: 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

V. Safety And Health Designee-

Approval of Mr. Michael Koth as Safety and Health Designee for the 2012 – 2013 school year.

W. Chemical Hygiene Designee

Approval of Mr. Gary Trotter as Chemical Hygiene Designee for the 2012 – 2013 school year.

X. Qualified Purchasing Agent (QPA)

Approval of [REDACTED], 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, and the Board hereby re-authorizes the increase in its bid threshold to \$36,000.00 in accordance with N.J.S.A 18A:18-A-3 through effective **June 1, 2012 through July, 2013.**

Y. 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.

Z. 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.

AA. Travel & Professional Development

Approval of regular official business travel at a cost not to exceed \$150 per employee or Board member for registration.

BB. Tax Payment Schedule

Approval of the tax payment schedule for the 2012-2013 school year from the Boroughs of Allendale and Upper Saddle Rivers as follows and to authorization of the Business Administrator to submit said schedule to the Boroughs of Allendale and Upper Saddle River:

	<u>Allendale</u>		<u>Upper Saddle</u>
July, 2012	\$675,696.29	July, 2012	\$951,582.11
August, 2012	\$675,696.29	August, 2012	\$951,582.11
September, 2012	\$675,696.29	September, 2012	\$951,582.11
October, 2012	\$675,696.29	October, 2012	\$951,582.11
November, 2012	\$675,696.29	November, 2012	\$951,582.11
December, 2012	\$675,696.29	December, 2012	\$951,582.11
January, 2013	\$724,468.54	January, 2013	\$1,052,379.90
February, 2013	\$724,468.54	February, 2013	\$1,052,379.90
March, 2013	\$724,468.54	March, 2013	\$1,052,379.90
April, 2013	\$724,468.54	April, 2013	\$1,052,379.90
May, 2013	\$724,468.54	May, 2013	\$1,052,379.90
June, 2013	\$724,468.54	June, 2013	\$1,052,379.90
Total	<u>\$8,400,988.97</u>	Total	<u>\$12,023,772.03</u>

CC. 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.

DD. 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.

EE. Homeless Liaison

Approval of Cathy Berberian as the Homeless Liaison for the 2012 –2013 school year.

FF. Working Papers

Approval of Thomas Buono as the issuing officer for Working Papers for the 2012 – 2013 school year.

GG. School Emergency Management Guide-Adoption of the district's School Emergency Management Plan for the school year 2012-2013.HH. Right To Know Coordinator- Approval of the appointment of Jamie Atchison as the district's Right to Know coordinator for the 2012-2013 school year.II. HERA Coordinator- Approval of the appointment of Jamie Atchison as the district's AHERA coordinator for the 2012-2013 school year.JJ. Asbestos Management Officer - Approval of the appointment of Jamie Atchison as the district's Asbestos Management officer for the 2012-2013 school year.KK. Integrated Pest Management Coordinator- Approval of the appointment of Jamie Atchison as the district's Integrated Pest Management Coordinator for the 2012-2013 school year.LL. Internal Air Quality Coordinator – Approval of the appointment of Jamie Atchison as the district's Internal Air Quality Coordinator for the 2012-2013 school year.MM. Approval of *Bayada Nurses, Inc.*, 90 Main Street, Suite 202, Hackensack, NJ to provide substitute nursing services for the 2012-2013 school year in the event that our school nurse is absent for the day. Price is \$50.00 per hour for Registered Nurse services. Contract attached.

NN. 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. Agreement attached.

Roll Call Vote:

10. ACTION ITEMS FOR Education Agenda for May 7, 2012 BOARD OF EDUCATION MEETING, upon recommendation of the Superintendent:

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approve the following Education items (**E1 – E2**):

E-1. Approve two new out-of-district Tuition Students for the 2012-2013 school year, per attachment.

E-2. Approve three Special Resolutions per attachment.

Roll Call Vote:

11. ACTION ITEMS FOR Education Agenda for May 21, 2012 BOARD OF EDUCATION MEETING, upon recommendation of the Superintendent:

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items (**a - b**):

- a.** Reappointment of the following 10-month and 12-month staff for the 2012-2013 school year:
EFFECTIVE JULY 1, 2012: *Administrators:* J. Keenan, M. Koth, J. Occhino, M. Rightmire, R. Williams; *Supervisors:* T. Buono, B. Emra, R. Petrosino, S. Simonetti, G. Trotter; *Secretaries:* M. Badalamenti, D. Brown, L. Cannizzaro, M. Corbett, B. Cucinotta, J. DeBiasi, A. Holuba, J. Jewett, A. Karpinecz, J. Klomburg, M. Koluch, B. Ricca. EFFECTIVE SEPTEMBER 1, 2012: *Aides:* D. Carden, T. Absalom, E. Hooks, K. Hughes, B. Zahor; *Faculty:* L. Ajalat, A. Albanese, D. Albano, P. Albarella, C. Aldea, D. Alfano, R. Amatuzzi, Y. Antigua, L. Astorina, G. Bach, S. Barrett, A. Baumann, J. Beatty, L. Becourtney, B. Belluzzi, C. Berberian, P. Brennan, C. Broking, A. Brunner, S. Buchbaum, R. Burton, X. Cai, A. Canzani, G. Carbone, P. Carloni, S. Cerelli, L. Cioffi, R. Clifton, C. D’Elia, G. deLorenzo, H. DeMarco, M. DeMarco, J. DeStaso, V. DiNallo, R. Fanelli, J. Ferentz, D. Ferrante, C. Fitzgerald, M. Florio, D. Friedland, F. Gilli, S. Goas, J. Goldberg, L. Goldberg, J. Gornell, G. Grant, L. Hart, L. Hayne, B. Heffernan, K. Heinemann, J. Intermaggio, M. Jenkins, S. Jochum, J. Kaminski, C. Kiely, P. Koeniges, M. Krzysik, J. Kuzian, J. Kuo, S. LaMotta, M. Lardiere, T. LaRocca, J. Lederman, P. Leib, C. Locurto, T. Madigan, R. Mastropoalo, M. McCabe, J. Meier, R. Meizys, M. Menzella, R. Merrilees, F. Molina-Sanchez, J. Monahan, A. Mugno, D. O’Kane, A. Pascale, T. Paster, M. Perlman, J. Petritsis, J. Pillon-Mingione, J. Quinn, C. Rabadan, E. Rakowski, D. Rayside, B. Reesbeck, K. Rogers, L. Rokoszak, K. Ruckdeschel, E. Ryman, E. Sandhusen, E. Sardella, J. Saxton, C. Schanstine, S. Scheese, S. Schmitt, D. Scrivanich, R. Sikorski, D. Simonetti, M. Sklar, R. Smith, T. Sotiropoulos, S. Spencer, M. Stone, D. Talotta, R. Tarabocchia, J. Thompson, A. Torchia, J. Tralongo, V. Tullo, K. Vargo, J. Verdicchio, T. Viscardi, T. Vogel, C. Volpe, D. Walsh, T. Walsh, L. Whalen, T. Witkowski, J. Wodnick, M. Woods-Murphy, M. Zungoli, E. Zushma.
- b.** Approval of Additional Assignments for the following Guidance Counselors: J. KUO, M. STONE, D. TALLOTA, J. SAXTON, S. JOCHUM, effective September 5, 2012 to December 14, 2012.

Roll Call Vote:

12. PRINCIPAL’S REPORT

13. DISCUSSION ITEMS/SUPERINTENDENT’S REPORT

14. BOARD PRESIDENT’S REPORT

15. OLD BUSINESS

16. NEW BUSINESS

17. OPEN TO THE PUBLIC

18. 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:

• **Negotiations**

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: _____ All Opposed: _____

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

TIME: All in Favor: _____ All Opposed: _____

19. ADJOURNMENT

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

TIME: All in Favor: _____ All Opposed: _____