

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

Regular/Reorganizational Meeting

May 13, 2024

AGENDA

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

2. **FLAG SALUTE and PUBLIC MEETINGS STATEMENT:**
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 published in The Record and The Ridgewood News on January 12, 2024, sent to the Boroughs of Allendale and Upper Saddle River 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 five-minute time period.

3. **ROLL CALL**

NAME	PRESENT	ABSENT
Mrs. Christine Ferrarie		
Mrs. Lisa Halperin		
Mrs. Jennifer Lenkowsky		
Mrs. Maggie Liljegren		
Ms. Jennifer Mario		
Mrs. Lynn McCarthy		
Mrs. Rachel Milston		
Mr. James Mulvey		
Dr. Andrew Prince		
Mrs. Suzanne Warzala		
Mrs. Evelyn Nissirios (Saddle River Liaison)		
Drishti Chauhan (Student Representative)		
Maddison Petrow (Student Representative)		
Dr. Scot Beckerman, Superintendent		
Ms. Sue Anne Mather, Business Admin/Board Secretary		

4. **SPECIAL PRESENTATION**

5. **STUDENT REPRESENTATIVE REPORTS**

6. **COMMITTEE & LIAISON REPORTS**

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

_____ moved, and _____ seconded, to approve the following required appointments and approvals, A through Z and a through f, through pursuant to NJSA 18A et seq., upon the recommendations of the Superintendent and Business Administrator.

2024-2025 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. 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 Monies, as Officers authorized to sign checks and drafts of the Board of Education. Approval of the Principal, Assistant Principal of Student Affairs, Assistant Principal of Athletics and Business Administrator to sign Student Activity checks.

C. 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 RECORD and THE RIDGEWOOD NEWS as the Official Newspaper of the Northern Highlands Regional High School Board of Education.

D. 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.

E. Secretary to the Board of Education

Approve the appointment of Sue Anne Mather as Secretary of the Board of Education effective July 1, 2024 through June 30, 2025, 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.

F. Treasurer of School Monies

Approve the appointment of Nancy M. Bucci as Treasurer of School Monies for the 2024-2025 school year for a fee of \$3,096.

G. Board Attorney

Approval of contract to provide legal services and appointment of James L. Plosia, Esq. of Plosia Cohen LLC of Chester, NJ as Board Attorney for the 2024-2025 school year, per attachment.

H. Benefit Agent

Approve the appointment of Brown & Brown Benefit Advisors of Lambertville, NJ as Benefit Consultant for the 2024-2025 school year.

I. Auditor and Dissemination Agent

Approve the appointment of PKF O'Connor Davies, LLP of Cranford, N.J. as auditors for the 2024-2025 school year and Board Dissemination Agent for the 2024-2025 school year.

J. Board Approved School Officials

Approval to appoint/reappoint the following School Officials for the 2024-2025 school year:

ADA Coordinator	Thomas Buono
Affirmative Action Officer (Students)	Brandon Rajkovich
Affirmative Action Officer (Staff)	Michael Novak
Affirmative Action Team	Joseph Occhino, Michael Novak, Brandon Rajkovich, Jessica Verdicchio, Tony LaRocca, Sara Magretto
AHERA Coordinator	Jamie Atchison
Anti-Bullying Coordinator	Tony LaRocca
Anti-Bullying Specialist	Susan Spencer
Asbestos Management Officer	Jamie Atchison
Chemical Hygiene Officer	Tiffany Cohen
Custodian of Public Records	Sue Anne Mather
Data Coordinator	Hallie Hammel
Division of Child Protection & Permanency (DCPP) Liaison	Jessica Verdicchio
Handle with Care POC	Michael Koth
Health & Safety Officer	Michael Koth
Hepatitis B Contact Person	Anne Rutkowski
Homeless Liaison Officer	Michael Novak
Integrated Pest Management (IPM) Coordinator	Jamie Atchison
Internal Air Quality Coordinator	Jamie Atchison
Law Enforcement Liaison	Michael Koth
Office of Emergency Management (OEM) Liaison	Michael Koth
Public Agency Compliance Officer (PACO)	Sue Anne Mather
School Medical Officer	North Jersey Health & Wellness
School Safety Specialist	Michael Koth
Section 504 Compliance Officer	Joseph Occhino
Section 504 Coordinator	Christine Wegert
Title IX Coordinator	Christine Wegert
Working Papers: Issuing Officer	Christine Wegert
School Climate Control Officer	Tony LaRocca
Intervention and Referral Service Coordinator	Christine Wegert

K. Environmental Consultant

Approve the appointment of RK Environmental of Phillipsburg, NJ, as Environmental Consultant for the 2024-2025 school year.

L. Fixed Asset Appraisal Firm

Approve the appointment of AM Consultants to provide Fixed Asset Appraisal update services for the 2024-2025 school year.

M. Risk Management Consultant

Approve the appointment of Thomas Fallon of Thomas B. Fallon Insurance Agency as the Risk Management Consultant to NESBIG for the 2024-2025 school year.

N. Qualified Purchasing Agent (QPA)

Approval of Sue Anne Mather, 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 \$44,000.00 in accordance with N.J.S.A 18A:18A-3.

O. Staff Investment Services:

403(b) Plans:	ASpire Financial
	Equitable Life Insurance Company
	Security Benefits
	The Legend Group
	Union Central Life Insurance Company
457(b) Plan:	Equitable Life Insurance Company
Section 125 Health FSA and Dependent Care Plan and Premium Only Plan:	Ameriflex

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

P. 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.

Q. 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.

R. Transfers Between Board Meetings

Approval of the Business Administrator, 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.

S. Architect/Engineer of Record

Approve the appointment of Solutions Architecture, LLC of Verona, NJ, as the Northern Highlands Regional High School District's Architect/Engineer of Record, for the 2024-2025 school year.

T. 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 2024-2025 school year, per attachment.

U. Labor Relations Attorney

Approval of contract to provide legal services related to labor and negotiations and appointment of Schenck, Price, Smith & King, LLP of Florham Park, NJ for the 2024-2025 school year, per attachment.

V. Tax Payment Schedule

Approval of the tax payment schedule for the 2024-2025 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, 12th Edition*, 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) according to Office of Management and Budget (OMB) guidelines.

Z. Big North Athletic Conference (BNC)

Approve the appointment of Mr. Michael Koth, Assistant Principal of Athletics, and Mr. Joseph Occhino, Principal, as the district's representatives to the BNC for the 2024-2025 school year.

a. School Emergency Management Guide

Adoption of the district's School Emergency Management Plan (General Emergency and Crisis Management Procedures) for the school year 2024-2025.

b. 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.

c. State University Affiliation

Approval of the affiliation between state universities 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.

d. Maximum Limits for Parental Reimbursement

Approval of maximum limits for parental reimbursement for independent evaluations, for the period July 1, 2024 through June 30, 2025, per attachment.

e. Physician Services

Approve the appointment of North Jersey Health & Wellness, LLC (Dr. Derek Berberian) of Ramsey, NJ, to provide physician services for July 1, 2024 through June 30, 2025 for a fee totaling \$20,000 for the school year, per attachment.

f. Employee Assistance Program

Approval of Good Samaritan Hospital's Employee Assistance Program for the 2024-2025 school year in the amount of \$20/employee, totaling approximately \$3,260.

Roll Call:

10. ACTION ITEMS FOR Business Agenda for May 13, 2024 BOARD OF EDUCATION MEETING:

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approves/accepts the following business item(s) **B-1** through **B-18** in accordance with N.J.S.A. 18A and N.J.A.C. Title 6, et. sec., including N.J.A.C. 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 29, 2024, through May 10, 2024, per attachment.
- B-2.** Approval of minutes, Regular and Executive Sessions, of the April 29, 2024, Board of Education meeting, per attachment.
- 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).

Name	Workshop/Conference	Date(s)	Detail	Cost
Kyle Wengerter	"Race and Rights in America," sponsored by Gilder Lehrman, <i>virtual</i>	Self-paced		No Cost to District
Taylor Rehe	"Membership PD Day," sponsored by the North Jersey School Music Association, Mountain Lakes, NJ	6/4/24	Registration	\$25
Amy Pierret	"Gang Awareness Training for Bergen County Administrators," sponsored by Bergen County DOE/Bergen County Prosecutor's Office	6/12/24	Mileage Tolls	\$14.48 \$2.82
Kristen Schumacher	"CIEE Global Navigator Teacher Summer Site Visit," Sponsored by CIEE, Madrid, Spain	6/24/24- 6/28/24		No Cost to District
Lorren Hotaling	"OpenSciEd High School Curriculum Launch: Physics," OpenSciEd, <i>virtual</i>	6/24/24- 6/27/24	Registration	\$1,000
Carol Volpe	"AP Chemistry Summer Institute," sponsored by Rice University, <i>virtual</i>	7/15/24- 7/19/24	Registration	\$645

Joshua Kim	“AP Institute for AP Physics Lab Instruction,” sponsored by Taft Educational Center, Watertown, CT	7/22/24-7/26/24	Registration Mileage Tolls	\$1,250 \$89.77 \$6.25
Sara Buchbaum	“AP Teacher Training,” sponsored by Drew University, <i>virtual</i>	8/5/24-8/8/24	Registration	\$900
Sara Magretto	“Teaching, Learning, Coaching Conference,” sponsored by the Instructional Coaching Group, <i>virtual</i>	10/28/24-10/29/24	Registration Sub Cost	\$449 \$350

B-4. Approve the following facilities use requests as indicated below:

Organization Name	Activity and Location(s)	Date(s)	Time(s)
Red and Black Volleyball Academy	Volleyball Camp; Main and Back Gym	6/17, 7/1-7/2, 7/16-7/18, 7/25-26/24	5:00 PM – 9:00 PM
Red and Black Volleyball Academy	Volleyball Camp; Main and Back Gym	8/12-8/15/24 and 8/19-8/22/24	1:30 PM – 4:30 PM

B-5. Approval of the following placements for **2023-2024** as follows, per attachment(s).

	Student	Provider	Type	Duration	Cost
a.	25052	Educere	Home Instruction	5/1/24-5/31/24	\$232

B-6. Approval of the following placements for **2024-2025** as follows, per attachment(s).

	Student	Provider	Type	Duration	Cost
a.	22644	Alpine Learning Group, Paramus, NJ	Tuition	7/1/24-6/30/25	\$94,500
b.	22708	Bergen County Special Services, Springboard Program, Paramus, NJ	Tuition	7/1/24-7/26/24	\$5,550
c.	25349	Bergen County Special Services, Visions Program, Transition Center, Wood Ridge, NJ	Tuition Related Services	7/1/24-7/26/24	\$5,550 \$260
d.	25105	Newmark High School, Scotch Plains, NJ	Tuition	7/1/24-6/30/25	\$76,313.16
e.	25106	Newmark High School, Scotch Plains, NJ	Tuition	7/1/24-6/30/25	\$76,313.16
f.	24833	Newmark High School, Scotch Plains, NJ	Tuition	9/5/24-6/30/25	\$69,375.60
g.	26398	CTC Academy, Oakland, NJ	Tuition	7/8/24-6/30/25	\$102,794
h.	26401	CTC Academy, Oakland, NJ	Tuition	7/8/24-6/30/25	\$102,794

B-7. Approval of the following service provider for the **2024-2025** school year, per attachment.

Item	Provider	Service	Cost
a.	Learnwell	Home Instruction	\$69.25/hr.

B-8. BE IT RESOLVED that the Northern Highlands Regional High School Board of Education hereby authorizes the submission of the FY2023-24 Special Education Extraordinary Aid (EXAID) application in the amount of \$1,035,893.

B-9. Approve the reappointment of the following custodial staff for the 2024-2025 school year, effective July 1, 2024, per attachment.

Miguel Aponte	Sali Mema	Yovana Soriano
Tenzin Changrak	Garry Ommundsen	Dritan Spaho
David Den Hollander	Emil Petrov	Bohdan Uhryn
Ralph Flannery	Mark Roosa	Timothy Williams
Stanko Galo	Paul Schaefer	Mugni Zhaku

B-10. Approve the reappointment of the following bus driver/custodial staff for the 2024-2025 school year, effective July 1, 2024, per attachment.

James Boyle	Joseph Clifton	Robert Stefan
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B-11. Approve the reappointment of the following on-call and seasonal staff for 2024-2025 school year:

- Roger Griffith, Bus Driver, \$40/hour
- Anna Simonin, On-Call and Seasonal Custodian, \$22/hour
- John “Jack” Murphy, Seasonal Custodian, \$17/hour

B-12. Approve the appointment of BRIAN BUONO, Seasonal Custodian, at the rate of \$15/hour, effective July 1, 2024 to June 30, 2025, following completion of required documentation where applicable.

B-13. Approve the payment rates below for the Northern Highlands bus driver(s) who drive(s) the following additional runs for the 2024-2025 school year.

Route	Stipend Amount/Run
Allendale-Bergen Academies	\$37.50
Ramsey	\$37.50
Special Education Route	\$37.50

B-14. Approve the “Goose Patrol” for the 2024-2025 school year as performed by volunteer community members on the Northern Highlands campus.

B-15. Approve the renewal agreement with Valley Health Medical Group to provide DOT testing services for the two-year period July 1, 2024 through July 30, 2026, per attachment.

B-16. Approve the Care Solace renewal contract for the 2024-2025 school year to provide mental health support at the cost of \$7,500, which will be paid for using ARP ESSER III funds, per attachment.

B-17. Approve the Virtuous Software renewal for the 2024-2025 school year to provide data collection for students participating in volunteer programs at the cost of \$1,468.95, to be paid for using ARP ESSER III funds, per attachment

- B-18.** Approve the Discovery Education/Pivot Interactives software renewal for the 2024-2025 school year for lab science simulations at the cost of \$5,500, to be paid for using ARP ESSER III funds, per attachment.

Roll Call:

11. ACTION ITEMS FOR the Education Agenda for May 13, 2024 BOARD OF EDUCATION MEETING:

_____ moved and _____ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-17** 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 amended ARP ESSER III plan in place for the remainder of the grant period, to be posted on the district's website in accordance with NJDOE guidance, per attachment.
- E-4.** Accept with regret, the resignation of AXELLE SANDT, Teacher of French, effective June 30, 2024, per attachment.
- E-5.** Approve the appointment of CARLA GOODWIN, Teacher of Business Education, for the 2024-2025 school year, effective September 1, 2024, at a salary of \$71,186 (MA, Step 1), per attachment.
- E-6.** Approve the appointment of PATRICIA SHORTWAY, Paraprofessional, for the 2024-2025 school year, effective September 1, 2024, at a salary of \$25,988, per attachment.
- E-7.** Approve JENNIFER LEDERMAN and SARA MAGRETTO as Instructional Coaches for the 2024-2025 school year, per NHEA contract.
- E-8.** Approve the appointment of LAURA ROKOSZAK, Teacher of English, as temporary leave of absence replacement teacher for a paternity leave, effective September 3, 2024, to end of day, November 26, 2024, at a salary of \$88,636, prorated (MA, Step 15), per attachment.
- E-9.** Approve an extension of one additional assignment, for Teacher of Science, with the following faculty member: JOHN BEATTY, class coverage - at a rate of \$65.36 per day, lab coverage - an additional \$65.36 per day. Extension effective May 20, 2024, to end of day, June 20, 2024, on an as needed basis.
- E-10.** Approve Summer Wellness assignments, for the 2024-2025 school year, as listed below. (To be paid through ARP ESSER III funds)
- August Summer Bridge Counseling - DENISE TALOTTA and JOSEPH TORRES, 20 hours each, at a rate of \$45 per hour, not to exceed a total of \$1,800.

- Wellness Counseling/9th-grade orientation - ALLISON ROCCA, 10 hours each, at a rate of \$45 per hour, not to exceed a total of \$450.
- Program Development School Violence Awareness Week/Red Ribbon Week - ALLISON ROCCA and VICTORIA ADE, 10 hours each, at a rate of \$45 per hour, not to exceed a total of \$900.
- NHPASS Planning and Preparation - ALLISON ROCCA, 10 hours, at a rate of \$45 per hour, not to exceed a total of \$450.
- NHPASS Coordinator - ALLISON ROCCA, 10 hours, at a rate of \$45 per hour, not to exceed a total of \$450.
- Wellness Website Update - SARA MAGRETTO, 10 hours, at a rate of \$45 per hour, not to exceed a total of \$450.

E-11. Approve the following new textbook, as listed below.

1. *“Myers’ Psychology for the AP Course”*, 4th Edition (2024). Authors: David Myers, C. Nathan DeWall and Elizabeth Yost Hammer. Course: AP Psychology.

E-12. Approve the revised Department Coordinator (10 Month) job description, for the 2024-2025 school year, per attachment.

E-13. Approve the following revised Athletic stipend for the 2023-2024 school year.

1. DORSEY WILLIAMS as Assistant Spring Track Coach (prior approval for 1/2 Group 2a compensated at \$3,602, which will be adjusted to \$5,403. This increase reflects an additional 1/4 Group 2a compensation of \$1,801.

E-14. Approve the following field trips/overnight field trips for the 2023-2024 and 2024-2025 school year, as listed below.

1. Fishing Club: Tour and demonstration: 6/6/24, 6/7/24, 6/10/24, 6/13/24, 6/14/24
 - Joe Jefferson Fishing Club, Saddle River, NJ
2. Girls Soccer Team: Training camp: 7/17/24-7/19/24 (Overnight trip)
 - Penn State University, University Park, PA (Training)
 - Penn State University Johnston Commons, PA (Accommodations)

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

NAME	EVENT	DATE(S)	AMOUNT TO BE PAID
MATT KRZYSIK	Fishing Club	6/6/24, 6/7/24, 6/10/24, 6/13/24, 6/14/24	No substitute cost
TARA MADIGAN	Girls Soccer Team (24-25 school year)	7/17/24-7/19/24	M&IE not to exceed \$172.50
TBD - two additional coaches, pending final coach selection	Girls Soccer Team (24-25 school year)	7/17/24-7/19/24	M&IE not to exceed \$172.50

DENISE TALOTTA - additional chaperone (Field trip approved on 4/29/24 - Whitney Museum of American Art and The High Line)	Honors American Literature Classes	5/20/24	No substitute cost
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E-16. Approve the receipt of one (1) out of district Tuition Student for the 2024-2025 school year, per attachment.

E-17. Approve JILL PECORA and SHELDON WRIGHT as Substitute Teachers, for the 2023-2024 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 to discuss the following matters:

- **Personnel (Review 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: _____

17. ADJOURNMENT

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

TIME: All in Favor: _____ Opposed: _____