

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

**Workshop Meeting Minutes**

**February 4, 2013**

**WORKSHOP MINUTES**

**1. CALL TO ORDER:** Mrs. Garand called the meeting to order at 7:01 p.m.

**2. PLEDGE OF ALLEGIANCE:**

The Board Secretary read the following:

This is the Workshop 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 date, time, place and purpose of said meeting transmitted to the Ridgewood News, The Record, the Boroughs of Allendale and Upper Saddle River and published on January 11, 2013 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. Barbara Garand	X	
Mrs. Anne Goddard	X	
Dr. Robert Hands	Arrived at 7:10 p.m.	
Mr. James Mulanaphy	X	
Mrs. Ann Pagano	X	
Mrs. Gail Trumbetti	X	
Ms. Ellen Marie Walsh	X	
Mrs. Lisa Jill Webb	X	
Mr. Robert C. Wei	X	
Mrs. Sheila Yallowitz	X	
Mr. Henry Senger (Saddle River Liaison)		X
Lindsay Bishop (Student Representative)	X	
Justin DeParis (Student Representative)	X	
Mr. John J. Keenan, Superintendent	X	
Mr. James Davis, Business Administrator/Board Secretary	X	

**4. 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:

- **School Safety Plans**
- **HIB and Legal Matter**

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.

Mrs. Trumbetti moved, and Mr. Wei seconded that the Board move into executive session.

TIME: 7:04 p.m. All in Favor: 9 Opposed: 0

Mrs. Webb moved, and Mrs. Trumbetti seconded that the Board moves into public session.

TIME: 7:58 p.m. All in Favor: 10 Opposed: 0

**5. STUDENT REPRESENTATIVE REPORTS** - The Student representatives provided the board with information regarding the following topics:

- Winter sports (team records to date)
- DECA
- Report cards
- Transition Project 9<sup>th</sup> grade social
- Winter Semi-Formal Dance
- Voices – A Cappella performance in April
- Model UN trip

**6. SPECIAL PRESENTATION** – Mr. Steve Simonetti addressed the board about the goals of the school wellness program, including a comprehensive explanation of the planned activities for the school year. After Mr. Simonetti finished his very detailed report to the board, members of the board asked questions, and several offered their comments and compliments.**7. COMMITTEE & LIASON REPORTS** - The following reports were provided by members of the board:

**Finance/Facilities** – Mr. Wei reported that the committee has met with Mr. Keenan and Mr. Davis in order to review the preliminary budget, and he stated that the committee believes that we have a budget that can be submitted to the County Department of Education for their review and approval during the first week in March.

**Curriculum** – Mrs. Pagano thoroughly reviewed all the items discussed at the committee meeting, including but not limited to, the new Evaluation Model, Progress Assessments (PARCC), and the possible addition of a .6 FTE staff member as part of the QUAD district Curriculum Coordinator budget for next year.

**School Boards Association** – Mrs. Pagano updated members about a recent School Boards meeting that she attended and shared with board members the topics that were discussed at the meeting which included school safety, and student achievement information relating to PARCC.

**8. OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS** - Mr. Brian Belluzzi, President of the NHEA asked Mr. Keenan a question regarding board resolution number E-2 in terms of possibly delaying the approval of the board policies so that the NHEA would have time to thoroughly review the

policies and provide their input to Mr. Keenan prior to board approval. Mr. Keenan responded that the board policies would ordinarily be read and approved at the next board meeting, but he is agreeable to postponing board approval until after he receives feedback from the NHEA.

A student representative from The Fling requested copies of documents pertaining to resolution numbers E-2 and E-3. Mr. Keenan stated that they can come by his office and pick up copies of said documents.

**9. ACTION ITEMS FOR Business Agenda for February 4, 2013, BOARD OF EDUCATION MEETING:**

Mrs. Trumbetti moved, and Mrs. Goddard seconded:

**RESOLVED:** That the Board of Education approves/accepts the following business item(s) **B-1** through **B-9** 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 January 15, 2013 through January 29, 2013 per attachment.
- B-2.** Approval of minutes, January 21, 2012, Board of Education meeting and executive session, 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).*

Who: Albert Mugno  
 What: NJTEA Annual Conference  
 Where: Montclair State University, Montclair, NJ  
 When: Friday, May 10, 2013  
 Costs: Registration: \$170.00  
 Mileage: as per GSA Guidelines

Who: Thomas Buono  
 What: NJSEEA Conference: Creating Behaviorally Sound Schools  
 Where: Bergen Community College  
 When: Friday, March 22, 2013  
 Costs: Registration: \$75.00  
 Mileage: as per GSA Guidelines

Who: Denise Alfano  
 What: Mandatory SUPA Forensics Training Seminar  
 Where: Syracuse University Minnowbrook Conference Ctr., Blue Mountain Lake, NY  
 When: Friday, April 26 - Sunday, April 28, 2013  
 Costs: Registration: \$290.00 (includes accommodation)  
 Mileage: as per GSA Guidelines

Who: Kelly Peterfriend  
 What: Flight Team Training Workshop

Where: Glen Rock, NJ  
When: Saturday, February 5, 2013  
Costs: Registration: \$30.00  
Mileage: as per GSA Guidelines

Who: Danielle Ferrante  
What: 2013 AMTNJ Statistics Institute  
Where: Parsippany, NJ  
When: Saturday, March 9, 2013  
Costs: Registration: \$90.00  
Mileage: as per GSA Guidelines

- B-4.** Approval of On-Site Education Instruction Services in the amount of \$810 for services performed during the 2012-13 school year for student ID 5748 at St. Clare's Hospital, per attachment.
- B-5.** Approval of contract with Lora Photography as Official Photographer for the 2013-14 school year obtained using the RFP process (3 proposals received) with services provided as per attachment.
- B-6.** Approval of tutorial services in the amount of \$54 per hour for 10 hours of instruction per week for student ID 6223 at Four Winds Hospital, per attachment.
- B-7.** Approval of Contract with Xerox Corporation for an amount not to exceed \$10,600.00 per year (excluding copy overage charges) to enter into a five year lease for the upgrade of three Xerox copiers for which the leases are due to expire, per attachment. All proposed Xerox machines are part of New Jersey Term Contract # T2075 GSA/FSS; Xerox Corporation Award # A51145; GSA Pass Through contract # 072610900 Lease.
- B-8.** Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicare Initiative (SEMI) Program for the 2013-2014 school year, and

Whereas, the Northern Highlands Regional High School Board of Education desires to apply for this waiver due to the fact that it is projected to have only seven Special Education Medicaid eligible students and is therefore not eligible to or required to participate in SEMI.

Now Therefore Be It Resolved, that the Northern Highlands Regional High School Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2013-2014 school year, per attachment.

- B-9.** Approval of Regular School tuition for student ID 5541 for the period February 4, 2013 – June 30, 2013, in the amount of \$17,160.00 at Barnstable Academy, per attachment.

**10. ACTION ITEMS FOR the Education Agenda for February 4, 2013 BOARD OF EDUCATION MEETING:**

Mrs. Walsh moved and Mr. Wei seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-10**, 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 first reading of the following Board of Education Policies and Regulations:
  - 0132** – Executive Authority (Revised Policy)
  - 2415** – No Child Left behind Programs (Revised Policy)
  - 2431** – Athletic Competition (Revised Policy)
  - R2431.1** – Emergency Procedures for Athletic Practices and Competitions (Revised Regulation)
  - R2431.2** – Medical Examination to Determine Fitness for Participation in Athletics (Revised Regulation)
  - 3230** – Outside Activities (Revised Policy)
  - R3230** – Outside Activities (Revised Regulation)
  - 3281** – Inappropriate Staff Conduct (Revised Policy)
  - R3281** – Inappropriate Staff Conduct (Revised Regulation)
  - 4281** – Inappropriate Staff Conduct (Revised Policy)
  - R4281** – Inappropriate Staff Conduct (Revised Regulation)
  - 4230** – Outside Activities (Revised Policy)
  - R4230** – Outside Activities (Revised Regulation)
  - 4281** – Inappropriate Staff Conduct (Revised Policy)
  - R4281** – Inappropriate Staff Conduct (Revised Regulation)
  - 8505** – School Nutrition (Revised Policy)
- E-3.** Approve the Semi-Annual District Violence and Vandalism Report, per attachment.
- E-4.** Approve the appointment of MICHAEL BLAHUT as .8 Replacement Teacher of Business, effective March 25, 2013 (or sooner) to June 30, 2013, at a total annual salary of \$65,589 pro-rated (MA, Step 7), which may be adjusted upon approval of a new Master Agreement between the Board of Education and the NHEA.
- E-5.** Approve the appointment of HOWARD SIMS as .6 Replacement Teacher of Business, effective March 18, 2013 (or sooner) to June 30, 2013, at a total annual salary of \$65,589 pro-rated (MA, Step 7), which may be adjusted upon approval of a new Master Agreement between the Board of Education and the NHEA.
- E-6.** Approve a change in status for DIANE DEVOE from .6 to full time effective March 18, 2013 to June 30, 2013.
- E-7.** Approve JOE ROBERTIELLO as the participating Montclair State Student Athletic Trainer for Spring 2013, as per attachment.

- E-8.** Approve the following Co-Curricular/Athletic appointments for the 2012-2013 school year, effective immediately upon completion of required certification and documentation.
- a) Approve MARY LARDIERE as Assistant Spring Softball Coach (Group 3a, Step 3).
  - b) Approve ALEX BRAUNSTEIN as Para- Professional Boys Lacrosse Coach.
  - c) Approve MARK JENKINS as Set Constructor for the Spring Musical (Group 5, Step 1).
  - d) Approve ERIN O'BRIEN as Technical Director for the Spring Musical (Group 4, Step 3).
  - e) Approve DENISE REGAN as Volunteer Assistant Director.
  - f) Approve ERIN HERBERT as Spring Musical Designer/Painter (Group 4, Step 3).
  - g) Approve SARAH BROWN as a Volunteer Assistant Choreographer.
- E-9.** Approve KEVIN O'SHEA as Substitute Teacher for the 2012-2013 school year.
- E-10.** Approve SARA BELGIOVINE as Substitute Teacher for the 2012-2013 school year.

Roll Call: 10 - 0

**11. PRINCIPAL'S REPORT** - Mr. Occhino updated the board about the following matters:

- QSAC visit
- EE4NJ
- Meetings with Substitute Teachers regarding school safety
- A Cappella performance scheduled for April 19<sup>th</sup>

Mrs. Gail Trumbetti asked Mr. Occhino for an update regarding the Technology Committee and/or meetings held to date. Mr. Occhino responded that he is working on getting the committee in place and still must set up the meetings.

**12. SUPERINTENDENT'S REPORT** - Mr. Keenan updated the board about the very positive QSAC results (achieved 100% in all categories), and he spoke about the proposed school calendar for the 2013/14 school year.

**13. BOARD PRESIDENT'S REPORT** - Mrs. Garand updated the board about legislative issues.

**14. OLD BUSINESS** - NONE

**15. NEW BUSINESS**

**ADDENDUM ACTION ITEMS FOR the Business Agenda for February 4, 2013 BOARD OF EDUCATION MEETING:**

Mr. Wei moved, and Mrs. Goddard seconded:

RESOLVED: That the Board of Education approve/accept the following Business item **B-10**:

**B-10. WHEREAS**, there is currently pending a matter before the New Jersey Department of Education, J.C. and T.C., on behalf of their child R.C., Petitioners v. Northern Highlands Regional High School District Board of Education OAL Docket No. EDS-01074-13N, Agency Reference No. 2013-19167; and

**WHEREAS**, a proposed Stipulation of Settlement has been negotiated between counsel for the Northern Highlands Regional High School District Board of Education and counsel for the parents that would fully resolve all outstanding claims, issues and disputes involving the parties; and

**WHEREAS**, the proposed Stipulation of Settlement would avoid a significant expenditure of time and resources on the part of the Board and its officials that would be necessary for the continuation of the pending litigation;

**NOW, THEREFORE BE IT RESOLVED** that at its Board meeting on February 4, 2013, the Board approves the Stipulation of Settlement and authorizes Mr. James L. Plosia Jr. Esq. to execute the written Stipulation of Settlement.

Roll Call: 10 - 0

**16. OPEN TO THE PUBLIC** - Mr. Brian Belluzzi, President of the NHEA stated that he wanted to congratulate all involved with the preparation for the QSAC visit on the excellent results attained by the district, including but not limited to, school administrators, Curriculum Coordinator and the faculty of Highlands. In addition, he stated that he had some questions regarding EE4NJ from the last board meeting.

**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:

- **Model UN Trip**
- **Legal Update**
- **Personnel Matter**

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.

Mrs. Pagano moved, and Mrs. Goddard seconded that the Board move into executive session.

TIME: 9:10 p.m. All in Favor: 10 Opposed: 0

Mrs. Pagano moved, and Mr. Mulanaphy seconded that the Board moves into public session.

TIME: 11:24 p.m. All in Favor: 10 Opposed: 0

**18. ADJOURNMENT**

Dr. Hands moved, and Mrs. Trumbetti seconded that the meeting be adjourned.

TIME: 11:25 p.m. All in Favor: 10 Opposed: 0